

Architectural Guidelines and Design Standards Adopted January 14, 2020

By The Board of Directors for the Chatham Forest Homeowners Association

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## Introduction

In a planned community such as Chatham Forest, the question naturally arises as to how to maintain a harmonious feel as the community matures. The following guidelines attempt to provide a meeting ground between private interests and the broader interest of the Chatham Forest community as a whole. As such, the Chatham Forest Architectural Guidelines are intended to serve as a consistent set of guidelines and the foundation for planning exterior changes to the properties in Chatham Forest. These guidelines are developed to better understand the Covenants, Conditions and Restrictions of Chatham Forest. This document does not replace or supersede the Covenants. The Chatham Forest Covenants are the legal and binding authority and take precedence over any of the following stated guidelines. For items not specifically mentioned in this document, please refer to the Covenants.

The objective of this document is to guide and assist Property Owners of the Architectural Control Committee (the "ARC"), Chatham Forest Homeowners Association Board of Directors (the "Board") and homeowners in maintaining and enhancing the Association's carefully designed environment. These Design and Maintenance Standards ("Guidelines" or "Design Guidelines") set forth design, architectural, landscape and appearance standards for Chatham Forest HOA under the authority of Declaration for Chatham Forest Homeowners Association (the "Declaration").

The specific objectives are:

- To increase homeowner awareness and understanding of the Covenants from which the Association's Board of Directors derives its authority to create rules and use restrictions.
- To illustrate design standards that will assist the ARC, the Board and homeowners in developing exterior alterations, modifications or improvements which are in harmony with the immediate neighborhood and community as a whole.
- To assist homeowners in preparing acceptable applications to the ARC.
- To promote respect and sensitivity for the natural environment.
- To encourage consistency and continuity of design while allowing flexibility for achieving creative design solutions.

Owners are responsible for repairs to existing structures, landscape, paint, turf grass, additions, etc.

Article \_\_\_\_ of the Chatham Forest Covenants requires the Committee's prior written approval of any exterior change, addition or alteration to any property. Such changes include (but are not limited to) any building, fence, wall, structure, color change, landscape design, or lawn type change that may be added or altered. It further requires that the plans, specifications and location showing the nature, kind, shape, height, finish(es), colors, and/or materials be approved in writing as to the harmony in external design and location in relation to surrounding structures, topography, and general plan of development for Chatham Forest.

**No application is needed to effect repairs and restoration to the original condition.**

**However, it is the property owner's responsibility to refer to the ARC Guidelines to ensure that the items requiring repair are in fact compliant with the ARC guidelines.**

**The homeowner is still required to inform Sentry Management that work is going to commence, including Scope of Work, Start Date and Completion Date. Homeowner will need to obtain and then return an Approved Project Sign to display during the work.**

**Sentry Management will then notify neighbors of impending work.**

Homeowners who begin a repair or restoration or engage in a project, should submit a Notice of Work to inform the management company to insure that there is no confusion with the management company. A sign will be provided for the duration of the project indicating authorization.

In the event that a repair is necessary on a non-compliant item, an application must be submitted.

**All major work, regardless of requirement of application, requires notice to the ARC Committee and Management company. This can be done via email or through a link on the website.**

**When in doubt about whether an ARC is needed or not, please reach out to your community manager for assistance.**

**It is the owner's responsibility to be sure the ARC was received by the community manager.**

**Approved Work signs are required to be posted during the work and the signs must be returned at the completion of work.**

## Property Maintenance

Property ownership includes the responsibility for maintenance of all structures and grounds, which are a part of the lot. This responsibility includes, but is not limited to, items such as mowing the grass, removal of trash, and structural maintenance. Maintenance affects the visual character and economic values of the property and neighborhood and, in some cases, residents' safety.

### Lawn & Grass

Property Owners and residents shall ensure that any grass lawns on their Lots, including in the back of the residence, are regularly mowed so as to keep a neat appearance of the lawn and Lot. Grass height shall not exceed six inches (6"). Driveways and sidewalks shall be swept clear of grass clippings and leaves. Lawn trash is not to be blown onto sidewalks or the street with the exception of designated days for City of Pittsboro lawn clippings pickup. Property Owners and residents are responsible for maintaining the health and good appearance of lawns on their Lots, which may include, but not limited to, seeding, watering, weed removal and edging and other tasks, as required to properly maintain lawns.

***In the event that a homeowner does not maintain the property and receives three notices without addressing the complaint, The Board has the authority to remedy the issue at the homeowner's expense.***

### Landscaping

Property Owners are encouraged to landscape their property to enhance the beauty and aesthetics of their home and the neighborhood. All landscaping should adhere to the standard of the community. Whereas, only natural plants and materials are utilized. Seasonal gardens are permitted and do not require approval.

Several commonly requested landscape elements that need prior approval before building/installing on the property include, but are not limited to, the following list:

- Tree Removal (other than dead trees or those which impose an immediate threat)
- Patios Walkways
- Gardens (water, vegetable, rain)
- Flower beds/gardens (for flowers/plantings growing greater than 24" in height)]
- Gazebos Planters Retaining walls Exterior lighting

In general, when planning landscaping for any element (including those listed above), one should limit the change in grading of the property to ensure proper drainage away from the foundation as well as away from the neighboring properties. Additionally, the planting of shrubs and trees should be made in such a manner that they will not impede the vision of motorists on the street or at any driveway entrance or any intersection. When submitting an application for landscaping information about the mature height and girth of plantings should be included.

Below are a few of the major categories under landscaping and some standard rules of thumb, which must be considered:

### **Weeding & Pruning.**

Property Owners and residents shall keep their properties free of weeds, leaves and overgrown or unsightly shrubbery or other plant growth. Property Owners and residents shall undertake any weeding and mulching of planted beds, removal of leaves from lawns and planted beds, and pruning and shaping of shrubbery and trees which is necessary so as to keep a proper, neat and clean appearance of the Lot. Pruning of trees includes the removal of suckers and below lateral growth from ornamental trees. It is recommended that pruning not remove more than 25% of branches, height, etc to protect the health of the tree. Trees aligning public sidewalks and/or roadways shall maintain a minimum six-foot (6') clearance for pedestrian traffic and vehicular traffic.

Property owners are also responsible for maintaining the set back on their property and if applicable, the grass between the sidewalk and the street in front of their property.

No tree(s) with a diameter of more than four inches (4") and measuring greater than eight feet (8') above ground level shall be removed without the express written authorization of the Covenants Committee or Board of Directors. **Please refer to Tree Removal section of this document for exceptions.** Property owners shall remove any and all dead plants and shrubs from their Lots.

### **Mulching**

Mulching of flower beds is necessary to maintain the aesthetics of a lawn. Property Owners shall use natural looking mulch but brown, black and red dyed mulch is allowed. Other aggregate, such as stone or artificial materials are strictly prohibited without prior permission from the Board of Directors or Covenants Committee. Mulch beds, landscaped areas, and/or seasonal gardens shall not consume more than one third (1/3) of any lot. Mulch deliveries should be made to the property owner's yard or driveway. Please notify the management company if you have a delivery that will be in the front of your home for more than a few days.

### **Trash Containers**

Property Owners and residents shall maintain their Lots to be free from all litter, trash, debris or other objects. It is the responsibility of the Property Owner or resident to ascertain the trash collection requirements for any item they wish to discard, including used appliances and other items that require special pick-up or removal. They must ensure that such item is promptly collected by the appropriate trash collection service. **Trash containers should not be placed on the curb before 5:00 p.m. the day before pickup.** Trash cans may shall not be stored in the front of the house, and must not be visible from any street except on the evening prior to normal trash pick-up.

- Trash receptacles may not be placed in direct view from the street.
- Storage inside the garage is preferred.
- In the event that outside storage is necessary, screening must be installed and vegetation planted to diminish visual impact.
- ARC approval is required for trash receptacle screens. Please see addendum for approved screen examples.
- Care must be taken to minimize impact on adjacent neighbors.

### **Building Exterior**

The exterior of a building must be maintained in an attractive manner. Property Owners shall be responsible for maintaining the structural integrity and repair of his/her property. Algae, Wood rot, blistering or peeling of exterior painted surfaces is prohibited. Any exterior building components e.g.

siding, gutters and downspouts, roof shingles, wood rot, railings, windows and doors, which are missing, stained, broken or otherwise in a state of disrepair, must be repaired. All additions, improvements and structures must be properly maintained and in good repair. This includes, but is not limited to structural integrity, painting, staining and sealing.



### **Lawnmowers, Machines and Garden Items**

Farm and garden implements and equipment, including without limitation, lawn mowers, tractors, shovels and rakes, and wheelbarrows shall be stored out of view from other lots, common area, or public or private streets and roadways.

### **Common Ground**

Storage or dumping of materials on common areas is prohibited. This includes leaves, tree clippings and limbs.

### **Temporary and Permanent Container Storage**

Storage containers, and dumpsters (up to 15 yard) are permitted on a temporary basis only, for a maximum of Twenty Five (25) days, and provided they are stored on a Property Owner's driveway. **Residents must notify the Board of Directors or the association's management company when a container has been placed on the Lot, including but not limited to, length of time, reason, and removal date.** Placement of storage containers and dumpsters on the Association's common areas or on any place other than the Property Owner's driveway is prohibited. An application will be required for all variations.

## **Architectural Review Committee and the Review Process**

### **Authority**

#### Governing Article

The authority and responsibility of the Covenants Committee (the "ARC") for maintaining the quality and integrity of the Association is set forth in the Association's recorded Declaration (the "Declaration"), which is incorporated into the deed to every lot located within the Association. The intent of Covenant enforcement is to assure homeowners that the standards of design quality will be maintained consistently throughout the Association. This, in turn, protects property values and enhances the overall community environment.

### **General**

The ARC administers the design review process for all development on property that is subject to the Declaration. The ARC shall consist of a minimum of three (3) Property Owners, but may thereafter be increased or decreased in size by the Board of Directors, from time to time, and shall be appointed by the Board of Directors (the "Board"). The ARC is responsible for processing applications, scheduling meetings, providing information to applicants and reporting covenant violations to the Board.

The Declaration of Chatham Forest Homeowners Association is recorded among the Land Records of Chatham County and encumbers all residential land. Therefore, any clearing, grading, construction or improvements must be reviewed and approved by the ARC prior to implementation. Such construction or improvements include any visible additions, alterations or modifications to the exterior of properties or homes within Chatham Forest HOA, whether permanent or temporary.

No building, fence, wall, structure, or projection from a structure (whether of a temporary or permanent nature, and whether or not such structure shall be affixed to the ground) shall be commenced, erected, maintained, improved, or altered, nor shall any grading, excavation, tree removal, planting, change of exterior color or other work which in any way alters the exterior appearance of any Lot or improvement be done without the prior written approval of the Architectural Control Committee regarding (i) the harmony of its exterior design and location in relation to other Properties (ii) the character of the exterior materials and (iii) the quality of the exterior materials and workmanship.

The Association, Declarant, Architectural Control Committee, or any officer, employee, agent, director or member thereof shall not be liable for damages to any person(s) submitting plans and specifications for approval by reason of mistake in judgment, negligence or nonfeasance arising out of or in connection with the approval, disapproval or failure to approve any plans and specifications. Every person who submits plans and specifications for approval agrees, by submission of such plans and specifications, that he will not bring any action or suit against the Association, Declarant, or Architectural Control Committee to recover any such damages

**Replacing or repairing of existing construction does not need to be approved as long as they are being replaced with exact style, color, and materials that are in compliance with the guidelines. Property owners should refer to the Architectural guidelines to be sure that the repair or replacement is in compliance.**

**Notice to the Management Company is required for any repair or work that may be considered to require an Application.** For example, repairing an existing, compliant fence does not require an application, but notice to the management company is required to avoid any confusion. A sign approving the repair can be picked up and placed in the yard during the duration of the work.

The applicant ("Property Owner" or "Applicant") is responsible for complying with the provision of these Guidelines, initiating the reviews, and obtaining the required approvals. Except when specified in this document, exemptions or automatic approvals and each application will be reviewed on an individual basis.

## **General Project Submission Requirements**

Since projects may vary greatly in scope and complexity, project submission requirements will also depend upon the specific improvement or modification.

**All improvements or modifications** require submission of a completed **Architectural Improvement Application** ("Application Form"), which is included on the Association website, or by request from the ARC.

The Design Guidelines provide the best source of information related to the project and list the specific items that **MUST** be included with the application. A Property Owner must submit the following when applicable. A checklist is provided for each type of application.:

- **Description** - The Application Form requires a complete description of the alteration or improvement. This includes a complete listing of materials to be used as well as a detailed description of the project's overall dimensions - height, length, width, height above ground level, etc. The Application Form must also provide a detailed description of colors of the existing house, including the trim and roof colors, as well as a description of the colors of the proposed exterior modification, alteration or improvement.
- **Site Survey/Plan** - The site survey of the lot should be at a minimum scale of 1"=30'. Survey must show the property dimensions, lot lines, easements, existing improvements and vegetation on applicant's lot. Contour lines may be required where drainage is a consideration and more complex applications may require Larger scale (1"=10' to 1"=20' scale) enlargements of the plat plan of County approved development or site plans.
- Elevation Drawings.
- Photographs of the existing condition.
- A brochure, catalog photo, or manufacturer's information of what is proposed (if applicable).
- Material or color samples (if applicable).
- Estimated Start and Completion Dates for the project.
- Applications, drawings, plats, pictures, etc. must be submitted with a completed application.
- Drawings must be to scale.
- Provide all dimensions, including height, roof slope, etc. on new construction.
- Certified plats will be required for new construction, including additions to a present structure, new structure on the lot, fences, etc. Area of proposed construction must be indicated on the plat. Plats are not required for paint changes, storm windows, or other such modifications.
- Provide a list of all materials to be used in the proposed construction.
- Present colors and any proposed colors must be indicated. Applications for colors which

are not original must be accompanied by actual color samples, not photos of colors whenever possible

- Photographs of existing conditions are helpful to the ARC for determining approval of exterior modification, including neighboring properties.
- Changes in grade or other conditions that will affect drainage must be indicated.
- Applications may be disapproved if adjoining properties are adversely affected by drainage changes.
- Concurrence of adjoining Property Owners may be sought by the ARC under certain circumstances. Notification of your *adjacent neighbors* is mandatory. Your neighbors will indicate their notification by physically signing your application. A neighbor's signature does not indicate their approval of the project, only that they have been shown the application. If a neighbor has concerns, they are encouraged to contact the ARC to articulate their concerns. Definition of *Adjacent Neighbors* – Any Chatham Forest property owner with whom you share a boundary, as well as any Chatham Forest property owner directly in front or behind your lot. The “facing neighbor” is the one most directly across the street in the front of your property; the “Rear neighbor” is the one most directly behind your property.
- No application will be considered complete until there is evidence that the immediate neighbors and any neighbors who may be affected have been made aware of this application.

**The application and all supporting information must be emailed to**

**[jramsey@sentrymgt.com](mailto:jramsey@sentrymgt.com)**

**or mailed to:**

**Joe Ramsey Sentry Management: 3109 Poplarwood Court, Suite 310 Raleigh, NC 27604**

**Applicants are encouraged to email the ARC at the above email address when submissions are made to this physical address to ensure receipt.**

Applicants will receive within two (2) business days of submittal to the management company a confirmation email of receipt of application. The Management company then has three (3) additional business days to review the application for completion and compliance. This gives the management company a total of five (5) business days to review the application before forwarding it on to the ARC.

In the event that the application is not complete or does not comply with Architectural Guidelines, the management company will inform the applicant that the application is Incomplete or in error, indicating the missing items or incorrect items in the application. **The review process will not begin until a complete, in compliance application is received.**

**The application is not considered “received” until the property owner receives notification from the management company that the application has been received.**

Note: The Management Company will confirm receipt of application within five business days by email. If an email acknowledgement is not provided, it is the property owner's responsibility to follow up with Management Company.

As fellow residents, the Committee understands the need to review and process applications in a timely, efficient, and professional manner. property owners are encouraged to plan for a 30 day review process and should not commit to labor or materials until they have received written approval.

Once the project has been approved, the project must commence within six (6) months of the date of approval. All projects are to be completed within twelve (12) months of the project approval date. Any delays to the start or completion of the project must be in writing and submitted to the management company.

In the event a Chatham County permit application process deems a change; the homeowner will promptly provide this documentation and any relevant information to the Board of Directors. No further modification of the Architectural Improvement Application and subsequent action on the part of the Committee is required.

## **Review**

The ARC will receive the complete application from the management company within five (5) business days. This will begin the Review Process. They will then review the application and accompanying information with the Architectural Guidelines. Complete submissions will be scheduled for ARC review at their next meeting or as needed..

The ARC may require the Property Owner to formally present the design in person and to provide more information. During the Committee's consideration of an application, Committee member(s) may wish to view the site and talk to the applicant or neighbors regarding the proposed change. Neighbors do not have "veto" authority but may provide any concerns or objections in writing to the ARC for consideration.

The Committee may inspect work in progress and request (either orally or in writing) that the applicant correct any noncompliance. The ARC will vote on applications, rendering one of three possible decisions: Approved, Approved with Conditions, or Declined. If the application is "Approved with conditions" or "Declined", the Committee will provide, in writing, the reason(s) why the project was not approved as submitted and submit their recommendation to the HOA Board. The Board will have the opportunity to accept the ARC recommendation or impose conditions or deny the application. Applications that are "Approved with Conditions" may proceed only if the noted conditions are completed and addressed. All submitted applications and decision are to be retained and archived by the HOA Board.

The ARC will consider any and all exterior elements of a project's design. This includes but is not limited to size, bulk, organization, architectural style, detail, color, quality of workmanship, materials, harmony of design and all other factors that, in the opinion of the ARC, affect the appearance and suitability of the project.

The ARC is required to render a decision and forward their recommendations to the Board of Directors within 14 calendar days of receiving the application from the management company. The Board of Directors will then review the recommendations of the ARC and either approve, approve with conditions or deny the application. If the Board of Directors fail to act within fifteen (15) days after the first Board meeting held following such referral to the Board, then such request is deemed to have been approved as submitted; provided however, that neither the Board nor the ARC has the right or power, either by action or failure to act, to waive enforcement or grant variances or exceptions from written Design Standards without a specific finding stating the variance or exception in a written instrument, made part of the records of the Association.

Owners should expect an answer (approval, denied or approved with conditions) within 30 days after notification by community manager of a complete application

Upon approval, the Property Owner will receive an approval sign from the Board to place in the property for the duration of the project, to be returned upon completion.

### **Approvals**

The ARC's approval, approval with conditions or denial of any proposed construction is solely a recommendation to the HOA Board.. The ARC may enforce in whole or in part, any or all of these procedures or guidelines. The ARC may modify application and approval procedures as it deems necessary in order to execute a more transparent and efficient process. All modifications to the Guidelines shall require the approval of the Board.

**Approval by the ARC does not relieve the Property Owner of the responsibility to obtain all other necessary approvals and permits legally required.** The Property Owner should contact Chatham County before beginning any work to verify what additional approvals or permits are required. The Property Owner shall apply for and obtain any required county permits including, as applicable, building permits, electrical permits, gas permits, plumbing permits, and mechanical permits. The Property Owner shall coordinate and pass all required county inspections. Failure to obtain the required permits and pass required inspections may be treated as a violation of these covenants and all applicable remedies will be available to the ARC and Board. Contacting Utility Locator (811) is the sole responsibility of the Property Owner and damage incurred due to neglect is the responsibility of the homeowner and NOT Chatham Forest HOA and its representatives.

**Construction must not commence prior to receipt of written approval from the ARC.** Notification of the ARC's final approval constitutes an agreement by the Property Owner not to deviate from the approved plan unless such proposed deviation has been submitted to the ARC and has been subsequently approved by the ARC.

### **Appeals**

Any Property Owner who disagrees with a decision made by the ARC may appeal such decision to the Board by providing a written request to the Board within fifteen days after receipt of a notice of disapproval. The date and time of the appeal is established by the HOA Board, this is normally the next scheduled Board meeting. A majority decision of the Board is required to reverse a Committee decision. Provided that the appeal is received with sufficient notice, the Board shall add the appeal to the agenda of the next scheduled Board meeting and will notify the appealing Property Owner of the time and location so that they may appear to present their appeal and address any questions that may arise.

All appeals will be reviewed on a case-by-case basis, and the granting of an appeal with respect to one project, does not imply or warrant that a similar request will be granted with respect to any other project. Each case will be reviewed on its own merits and in light of the overall objectives of these Design Guidelines.

**After Approval**

If the Property Owner desires to make any design changes that would have originally required ARC approval to the approved plan during construction, the Property Owner must contact the ARC. Construction must be completed as approved and any changes from the original plan must be approved prior to implementation.

**Inspection and Compliance**

Upon completion of any construction or alteration, the applicable approver (the Board of Directors or the ARC) shall, at the request of the Property Owner thereof, issue a certificate of compliance which shall be prima facie evidence that such construction, alteration or other improvements referenced in such certificate have been approved by the Board of Directors or the ARC in full compliance with the provisions of these Design Guidelines. Periodically, the ARC or its designee may inspect Chatham Forest properties for compliance with design guidelines and covenant standards and utilize the results of such inspections as the basis for enforcement action.

**Legal**

All Covenants Committee and Board of Directors decisions are governed by and construed in accordance with the Association's Declaration and the laws and ordinances of Chatham County, North Carolina without reference to the conflict of law principles thereof. Any dispute(s) will be brought to the Courts having jurisdiction over Chatham County, North Carolina.

## **Design Guidelines**

These Design Guidelines have been prepared in order to assist and guide the Property Owners of the ARC and Chatham Forest Homeowners Association with the design and review process. The ARC monitors their effectiveness and amends or revises them as necessary in order to administer the process. The ARC's approval of any proposed construction is within its sole discretion. The ARC may enforce in whole or in part, any or all of these procedures or guidelines. The ARC may modify application and approval procedures as it deems necessary in order to execute a more transparent and efficient process. All modifications to the Guidelines shall require the approval of the Board. Since the guidelines may be reviewed and revised from time to time, applicants must check the Association website for the most current guidelines.

These Design Guidelines contain both requirements and information or suggestions. Where the terms "shall" or "must" are used, the statement constitutes a mandatory requirement. Where the terms "preferred" or "should" are used, the statement constitutes informational direction provided for the guidance and convenience of applicants but does not necessarily require the ARC to approve the design elements referenced in such statement.



## **Additions/Alterations (Major) General Considerations**

Article\_\_\_ Section \_\_\_(a) of the Declaration explicitly states that all additions, alterations or improvements of a Lot require the prior written approval of the ARC. Additions/alterations may include any room additions or extensions, garages, sunrooms, greenhouses, porches, etc. Additions shall be planned and designed with the same care and consideration as initial house construction.

The addition/alteration shall be visually integrated with the existing house through the consistent and complementary use of architectural elements, materials, colors and other details. The design must be compatible with the existing house in style, character, scale, massing, materials, colors and surrounding homes. Approval is also required when an existing improvement is removed from a lot.

Each application will be reviewed on an individual basis. There are no “automatic” approvals, unless provided for specifically in these Guidelines. For example, a homeowner who wishes to construct a deck identical to one already approved by the ARC, is still required to submit an application, and be approved prior to the start of construction.

### **Specific Guidelines**

- The size and location of the addition should be appropriate in relation to the existing house and space available on the property.
- The addition should minimize any tree removal.
- The design and location should consider any adverse impact on neighboring properties that may result through the elimination of privacy or the removal of existing views.
- Changes in grade or drainage patterns must not affect adjacent properties. If adjacent properties are adversely affected, the Property Owner is responsible for taking corrective action.
- The design of the addition should repeat significant architectural elements of the existing house such as roof lines, windows, trim details, materials and colors.
- The new roof pitch should, if possible, match that of the existing roof pitch.
- New windows and doors should be the same type, material and color as those of the existing house. If the original type, material and color is no longer available the new replacement must match in appearance from the exterior of the house.
- Supplemental landscaping may be required to compensate for the removal of significant vegetation or to provide appropriate screening where necessary.

### **Application Submission Checklist**

**An application is not considered “submitted” unless it includes all required information as provided herein.**

- ☐ A copy of the existing site plan showing the house, property lines and easements, and any accessory structures, significant vegetation; and the location of the proposed addition/alteration.
- ☐ Complete plan and elevation drawings, to scale, showing the existing house and the proposed addition/alteration.
- ☐ Photographs showing the house and the site, marked to show the location of the proposed addition/alteration.
- ☐ A list of all exterior materials and samples of proposed colors.
- ☐ Catalog photographs or manufacturer's "cut sheets" of items, such as exterior light fixtures, as applicable, including sizes, materials and colors.
- ☐ A landscape plan, as applicable, or required.

## **Air Conditioners/Heat Pumps**

**Replacement** - No application is required for the replacement of existing approved equipment of a similar size and appearance in the currently approved location.

**Notification** is required and a sign obtained for replacement.

**Additional Units or Replacement that is not exact, require applications.**

## **General Considerations**

Utilities and related mechanical and electrical equipment such as air conditioners, heat pumps, condensers, meters, etc. shall be properly maintained and shall be located so as to minimize their visual and acoustical impact on neighboring properties.

## **Specific Guidelines**

- The size and appearance of the proposed air conditioner and heat pump unit should be similar and appropriate for its existing setting.
- Through-the-wall and window mounted units are allowed for temporary use but not permanent and should be kept to the windows on the side and rear of the home.
- Any air conditioner and/or heat pump in a highly visible location shall require landscape screening or an architectural screen matching the character of the home.

## **Application Submission Checklist for Air Conditioners/Heat Pumps Checklist**

**An application is not considered “submitted” unless it includes all required information as provided herein.**

- ☐ A copy of the existing site plan showing the house, significant vegetation, property lines, and the location of the proposed air conditioner and/or heat pump unit clearly marked.
- ☐ Photographs showing the existing unit and supporting screening on the property Catalog photographs or manufacturer's "cut sheets" of the new unit including its dimensions and color.
- ☐ If screening is proposed, include drawings indicating dimensions, details, materials and proposed colors.
- ☐ Where applicable, provide a planting plan indicating the proposed type and location of existing or proposed vegetation.

## **Animals, Habitats and Structures**

### **General Considerations**

Only domesticated animals as would be a normally accepted breed or animal will be permitted in the community. Livestock, poultry, and exotic animals are not permitted.

Homeowners allowing pets outside must maintain upkeep of yard so as to not allow unpleasant smells to affect adjacent yards.

Pets ,including cats, are subject to Chatham County's leash law. must be contained in the yard or restrained on a leash at all times. "Outdoor Cats" and "Outdoor Dogs" are not permitted

Pets should not be allowed to urinate on neighbors or HOA gardens or shrubbery

Dog pens and dog runs are not permitted.

Dog houses are discouraged within Chatham Forest and will be considered for approval on a case-by-case basis.

Unattended dogs may not be left chained or tethered for long periods of time. Invisible Fences are permitted however animals may not be left unattended.

It is required that all pet owners, out of respect for their neighbors (and to follow municipal laws), be responsible to pick up their pet's waste and dispose of it at their own residence, in trash receptacles.

## **Antennas/Satellite Dishes**

**No application is required, but notification is required for the installation of Antennas/Satellite Dishes**

### **General Considerations and Installation Criteria**

**Notification of Installation.** Prior to installation (or at least within 3 days after installation) of antenna on an Owner's Lot or dwelling, the Owner must submit written notification to the ARC of the antenna's installation (including the size, type and location of the antenna).

This notification requirement is intended to allow the Association the opportunity to inspect the installation for compliance with these Guidelines. The ARC and Board reserves the right to require the Owner to provide a copy of the manufacturer's brochure (including installation specifications) for the antenna(s) that are being, or have been, installed. However, the Association in no way assumes responsibility or liability for any injury or damage caused by or arising from the installation and/or use of an antenna on that Owner's Lot or dwelling.

### **Permissible Antennas/Satellite Dishes**

No permanent attachments of any kind or character whatsoever (including, but not limited to, television and radio antennas and satellite dishes or other device for reception of television or radio signals) shall be made to the roof or exterior walls of any Dwelling or other building on any portion of the Properties, nor shall the same be located on any portion of the Properties outside of any Dwelling or other building, unless such attachments first shall have been submitted to and approved by the Architectural Review Committee. Provided, however, the Association shall not prevent access to telecommunication services in violation of any Legal Requirement.

Only satellite dish antennas and other antennas specifically covered by the Federal Communication Commission's Over-the-Air Reception Devices Rule (47 C.F.R. Section 1.4000) (the "FARC Rules") are allowed on Lots or dwellings within the Community. The FARC Rules currently specifically cover the following types of antennas ("Permissible Antennas"): (1) a "dish" antenna that is one meter (39.37") or less in diameter and is designed to receive direct broadcast satellite service, including direct-to-home satellite service, or to receive or transmit fixed wireless signals via satellite; (2) an antenna that is one meter or less in diameter or diagonal measurement and is designed to receive video programming services via broadband radio service (wireless cable) or to receive or transmit fixed wireless signals other than via satellite; (3) an antenna that is designed to receive local television broadcast signals. No other exterior antennas shall be erected or permitted on a Lot or dwelling. Antennas no longer in use must be removed.

**Note on Common Area.** No antennas of any kind are permitted on the Common Area of the Association.

**Restrictions on Placement.** The Association reserves the right to restrict placement of Permissible Antennas/Satellite Dishes in order to promote the aesthetics of the Community and help address safety concerns. However, nothing in these Rules and Regulations shall be interpreted or enforced in a manner that would violate the FARC Rules by (1) unreasonably delaying or preventing installation, maintenance or use of a Permissible Antenna; (2) unreasonably increasing the cost of installation, maintenance or use of a Permissible Antenna; or (3) precluding a Permissible Antenna's reception of an acceptable quality signal.

**Preferred Locations.** Subject to the prior paragraph and the remainder of these rules, a Permissible Antennas/Satellite Dishes should be installed in one of the following locations (listed in decreasing order of preference):

1) Inside the Owner's dwelling (e.g., inside a window); 2) Entirely within Owner's enclosed rear yard, below the fence line; 3) Entirely within Owner's enclosed rear yard, above the fence line; 4) On the Owner's deck; 5) Attached to the rear side of the roof of the Owner's dwelling; 6) Attached to the rear facade of the Owner's dwelling;

Permissible Antennas/Satellite Dishes shall only be installed in a lesser preferred location if the more preferred location(s) either (1) unreasonably delays or prevents installation, maintenance or use of the Antenna /satellite dish; (2) unreasonably increases the cost of installation, maintenance or use of the Antenna; or (3) precludes reception of an acceptable quality signal.

**Visual Impact / No Encroachments.** Permissible Antennas should be placed in a location so that it is as inconspicuous as reasonably possible and screened from view. Installations must take aesthetic considerations into account, including the visual impact on neighbors and the visual impact when viewed from the street. In no event, shall any antenna encroach on or over an adjacent Lot or the Common Area.

**Proper Installation and Use.** All Permissible Antennas/Satellite Dishes must be installed in accordance with the manufacturer's instructions and specifications. The Owner is solely responsible and liable for any injury or damage caused by or arising from the installation and/or use of an antenna on that Owner's Lot or dwelling.

**Masts:** a. For aesthetic reasons, masts (or poles) shall only be used if needed to achieve acceptable quality signals and, if used, shall be no higher than absolutely necessary to receive such a signal. b. In no event shall masts encroach upon Common Area or any other owner's Lot. For instance, a mast cannot be installed so that it extends over a Lot's boundary line. c. Professional Installation. Masts extending more than 12 feet above the roofline (if otherwise permissible under these Guidelines) must be installed by a professional installer due to safety concerns posed by wind loads and the risk of falling antennas and masts.

## **Awnings**

**An application is required for the installation of a new awning, not the repair or replacement of an existing one.**

**General Considerations** In general, sun control achieved through interior window treatments and/or landscaping is preferred to the installation of individual awnings on windows.

Awnings should be harmonious with and enhance the architecture of the house. The style, size, material and color of the awning must be compatible with the architecture of the house.

### **Specific Guidelines**

- Individual window or deck awnings are prohibited on front elevations or other locations visible from the street.
- Fabric is the preferred material and must be one solid color.

### **Application Submission for Awnings Checklist**

**An application is not considered “submitted” unless it includes all required information as provided herein.**

- ☐ Photographs or manufacturer's "cut sheets" of the awning including dimensions and information about its material and color.
- ☐ Drawings or photograph of its proposed location.
- ☐ Sample material (fabric) for color/pattern validation and approval

## **Basketball Backboards**

**No application is required for the replacement of existing approved equipment of a similar size and appearance in the currently approved location. No application is required for portable goals.**

### **General Considerations**

Basketball backboards should be selected and located (through distance and screening) so as to minimize the impact of their appearance, noise and use on neighboring properties.

When locating basketball backboards, the size of the property, relationship to adjacent residences, and screening provided by existing and proposed structures and/or vegetation are important factors.

### **Specific Guidelines**

- No more than one basketball backboard will be permitted on any property.
- The preferred location is over a driveway. Basketball backboard shall be placed a minimum of 20' from the nearest property line. Any variation from this guideline will require a signed consent from the adjacent Property Owner.
- Metal poles should be painted black, brown or left in a galvanized finish; wood poles are not allowed.
- No sandbags, cinder blocks or similar items are permitted to weigh down basketball goals
- No building-mounted backboards shall be allowed.
- Portable basketball backboards are permitted but not allowed on the street when not in use and must be stored out of sight when not in use.
- Basketball backboards shall not be placed on, near or adjacent to streets, or sidewalks.

### **Application Submission Checklist for Basketball Backboard Checklist**

**An application is not considered “submitted” unless it includes all required information as provided herein.**

- ☐ A copy of the existing site plan showing the house and any accessory structures, fences, significant vegetation, property lines, the proposed location of the basketball backboards and pole.
- ☐ A catalog photograph or manufacturer's "cut sheets" of the backboards and pole, including dimensions, materials, and colors.
- ☐ Where applicable, provide a planting plan indicating the proposed type and location of vegetation or other screening, existing or proposed.



## **Color Changes & Siding Installation/Replacement**

### **REPAINTING**

**An application is highly recommended**, but not required for repainting/re-staining (or the replacement of siding) with a color/medium that is the same as or has been color matched to that which is being replaced. **Exterior colors and materials must match those of the original.**

**Notice to the management company must be given for painting the exact color and sheen.**

**An approval sign will be given for exact color painting to be posted in the yard.**

**The homeowner assumes all risk if an application is not submitted and the paint color or finish is in violation of any guidelines.**

### **COLOR CHANGES**

**An application must be submitted for changes to the exterior color scheme of the property.**

### **General Considerations**

Color and material changes shall be appropriate in appearance and quality to the style and design of the house. Exterior colors should be selected to enhance the appearance of the house as well as its relationship with surrounding properties and the natural environment.

### **Specific Guidelines**

Color schemes visible from the street for all additions, renovations, modifications and new construction must be submitted for review and approval.

- A two- or three-tone paint scheme is required, whereas the trim and siding are different colors.
- Paint should be a matte or satin finish.
- Paint colors must not be the same as 3 homes in either direction or directly across the street.
- The paint palette should be colors complementary to the scheme of the overall neighborhood.
- Color changes are subject to the discretion of the ACC Committee.
- Paint swatches must accompany paint change requests
- Gutters must be painted the same as the trim
- Proposed colors and materials must be compatible with other existing or proposed exterior colors and materials on the house, such as roofing, siding, etc.
- When repainting/re-staining, the entire house/fence is to be repainted/re-stained at one time.

### **Application Submission Checklist for House Painting and Siding Change**

**An application is not considered “submitted” unless it includes all required information as provided herein.**

- ☐ Photographs showing the house and marked to indicate the proposed location of replacement siding if applicable, and all elements proposed for color changes.
- ☐ Where a change in material is proposed, such as the addition of siding or brick, include elevation drawings, to scale, showing the location of all areas proposed to be changed.
- ☐ Identify the manufacturer, material and specific color "name"; and provide chips of all proposed paints or stains keyed to the elements to be finished.
- ☐ Please provide photographs of colors schemes of all adjacent homes as paint colors must be different from homes 3 in each direction and across the street.

## **Compost Bins**

### **Applications are required for Compost Bins**

#### **General Considerations**

Compost bins should be selected and located so as to minimize their impact on adjacent neighbors. The location should be as far as possible from neighboring properties and streets, and should take advantage of screening provided by existing or proposed structures and/or vegetation.

Compost bins attract rodents and insects; care should be taken to avoid these situations. Only controlled compost structures will be considered.

Should an adjacent property owner complain regarding odors, rodents or other animals that are attracted to the bin, the association will notify the owner in writing and they must immediately remedy the situation. In the event the owner does not abate the problem within a reasonable amount of time, the association shall have the right, without further notice, to enter the property, eradicate the problem and charge any expense incurred as an assessment against the lot. The assessment can be foreclosed in the usual manner if it remains unpaid for 30 days.

#### **Specific Guidelines**

- Compost piles are prohibited, compost bins must be utilized.
- The allowable location is in the rear yard; compost bins are prohibited in side and front yards.
- No more than one bin will be permitted on any property.
- The size of a compact compost bin is limited to 4' in height and 4' x 8' in dimension.
- The bin should be self-contained, sturdily constructed of durable wood, plastic, or metal, and finished in a muted color or left to weather naturally (if wood).
- If visible from neighboring properties, the bin must be screened by fencing or vegetation.
- The compost bin should be maintained so that it does not create a visual or environmental nuisance, safety risk or odor.

#### **Application Submission Checklist for Compost Bins**

**An application is not considered "submitted" unless it includes all required information as provided herein.**

- ☐ A copy of the existing site plan showing the house, any accessory structures, significant vegetation, property lines, and the location of the proposed compost bin.
- ☐ If pre-made, include a catalog photograph or manufacturer's "cut sheets" of the compost bin, including dimensions, material, and color.
- ☐ If constructed, include a plan and elevation drawing(s) identifying dimensions, material, and color.
- ☐ Where applicable, provide a planting plan indicating the proposed type and location of vegetation or other screening, existing or proposed.

## Decks

**Repairs to an existing deck do not require applications. Please notify the management company to obtain a project approved sign.**

### General Considerations

In general, the deck shall be an appropriate size for the area in which it is to be located, with consideration for its physical and visual impact on adjacent properties. It shall be harmonious (in configuration, detail, material and color) with the architecture of the house and in compliance with all applicable building and zoning regulations. Modifications or additions to an existing deck must incorporate the same materials, colors and detailing as the builder's or approved existing deck. Additions require an ARC approval.

### Specific Guidelines for Decks

- Design and location should minimize any tree removal.
- Changes in grade or drainage pattern must not adversely affect adjoining properties. If an adjacent property is adversely affected, the Property Owner is responsible for immediately taking whatever corrective action is necessary at their own expense. Decks are to be located at the rear of the house.
- Upper-level decks shall be attached directly to the house. Only ground level decks may be approved as freestanding decks.
- Deck and any stairs **should not exceed the side planes of the home**,
- Stairs should be parallel or perpendicular to the edge of the deck or be set immediately adjacent to the deck.
- Deck should be constructed in such a way that cross braces are not required.
- A solid trim board shall be provided on any open side of the deck to conceal the joists and cut ends of the decking.
- Under deck screening should be compatible with the architecture of the house and deck. Any lattice must be properly framed and recessed. The use of screening or landscaping to minimize adverse, visual impact is encouraged and may be required by the ARC, particularly in the case of high decks. **Vinyl and plastic are not acceptable materials.**
- All decks, including their rails, landings and supporting posts must be constructed only pressure-treated lumber or standard materials such as "trex" deck material.
- All decks must be painted or stained or sealed and coloring maintained to prevent an uneven weathered appearance.
- Privacy screens should be constructed of lattice, properly framed and installed directly on top of the railing. The total height of the railing and screen must not exceed 6'-0" above the deck floor.
- Privacy screens should be limited to small areas of the deck.
- As a guideline, the total amount (length) of privacy screening should be limited to no more than 50% of the total linear feet of the deck.
- Any benches, flower boxes, trellises, arbors, etc. should be designed as a part of the deck.

### **Specific Guidelines for Decks continued**

- Decks should be set back 5' from the property lines or in accordance with any other more stringent County building restriction lines or ordinances.
- Any deck with storage space or storage use under the deck shall be enclosed with lattice or materials used must be consistent with the design and color of the exterior of the home.
- For enclosed upper level decks, see the design guidelines for porches/screened porches and sunrooms/greenhouses.

### **Application Submission Checklist for Decks**

**An application is not considered “submitted” unless it includes all required information as provided herein.**

- ☐ A copy of the existing site plan showing the house, property lines and easements, including significant vegetation, existing patios and decks, fencing, accessory structures, and the location of the proposed deck.
- ☐ A copy of a current survey with identifiable pins or flags.
- ☐ Photographs showing the house and site marked to show the location of the proposed deck.
- ☐ A plan, to scale and dimension, showing the house and the proposed deck.
- ☐ For upper level decks and decks of more than one level, provide elevation drawings, to scale, showing the house and the proposed deck, including the height above grade, stairs and any other proposed elements.
- ☐ Detailed drawings of railings and any benches, planters, privacy screens, etc.
- ☐ Samples of proposed colors if other than pressure treated wood.
- ☐ A landscape plan, if applicable.

## **Doors/Garage Doors**

### **Replacement**

**No application is required for the replacement of existing doors, or storm/screen doors, that are similar in type, style and color. Notice must be provided to the management company and an approval sign obtained**

### **Change in doors**

**Applications are required**

### **General Considerations**

Doors shall be compatible in style with the architecture of the house. Storm screen doors must not distract from or alter the appearance of the house.

Doors shall be of quality material and workmanship, and shall be consistent in proportion, detailing and style. The style, material, color, detailing and installation of a new or replacement door must be consistent with that of existing doors.

The addition/replacement of doors, including storm/screen doors, in attached housing and multifamily housing shall be in accordance with the approved project standards established by the builder for type, style, location, color, etc. In the absence of defined project standards the following Specific Guidelines shall apply.

### **Specific Guidelines**

#### **Door Additions/Replacements**

- Doors and doorframes should be clad or painted with a color consistent with other doors, windows and house colors. Color shall comply with the guidelines for Color Changes.
- Wood doors must be protected with stain or paint to prevent an uneven weathered appearance.

#### **Storm/Screen Doors**

- Storm/screen doors must be "full-view" and, and no panels other than glass or transparent screening intended to impede insects. Ornamental styles that are appropriate to the architecture of the house may be approved on a case-by-case basis.
- Storm doors may be finished the same color as the door it encloses or the immediately surrounding trim.
- New or replacement doors should match the type, style, material and color of the existing door.

## **Garage Doors Replacements**

**Exact garage door replacements do not require an application.**

Notice must be given to the management company and an approval sign obtained and displayed during the duration of the project and returned at the completion.

**Changes in the materials used, style, including window decorations will require an application.**

## **Rear Door**

Same standards as for front door

### **Application Submission Checklist for Doors, Windows and Garage Doors**

**An application is not considered "submitted" unless it includes all required information as provided herein.**

- ☐ Photographs showing the house, existing windows and doors and the proposed location of new and/or replacement doors.
- ☐ Where a new door is proposed, elevation drawings, to scale, showing the existing house and the proposed location of the doors.
- ☐ Catalog photographs or manufacturer's "cut sheets" identifying door type and style, including the specific 'name' of the door, if applicable; and dimensions, materials and colors.
- ☐ A sample of the door finish and color, if applicable.

## **Driveways/Parking Pads**

### **Replacement or Repair**

**Approval is not required for the replacement of an existing, approved driveway/parking pad if replacing with the same material.**

**Notice must be given to the management company no less than 3 days before commencement of work to obtain an approved project sign.**

### **General Considerations**

The widening, extension or addition of driveways, turnarounds and parking pads shall be consistent with the overall image and character of the community. They should be located and designed to minimize their visual and acoustical impact on neighboring properties.

In general, the size of the driveway and related parking pad shall be appropriate for the size of the property on which it is located. It should be constructed on natural grade using a material that is consistent with other driveways and parking pads in the neighborhood.

Additions/alterations to existing driveways/parking pads require an application and must incorporate the same material, color and detailing as the original driveway/parking pad or the home itself and shall be submitted for review and approval.

**\*NOTE: NOT ALL LOTS CAN ACCOMMODATE A PARKING PAD.**

**\*NOTE: IT IS THE RESPONSIBILITY OF THE HOMEOWNER TO VERIFY THAT THE IMPROVEMENT IN CONJUNCTION WITH EXISTING CONDITIONS DOES NOT EXCEED THE ALLOWABLE 27% IMPERVIOUS CONDITIONS**

### **Specific Guidelines**

- Design and location should minimize the removal of trees and other significant vegetation.
- Changes in grade or drainage pattern must not adversely affect adjoining properties. If an adjacent property is adversely affected, the Property Owner is responsible for immediately taking whatever corrective action is necessary at their own expense. Drainage/Slope of the parking pad and that of the adjacent yard shall preserve the original runoff flow pattern and shall not cause additional water to be directed to a neighboring property or toward the house foundation.
- More than one driveway will not be approved on any one property.
- Driveway access from the street should be easy and direct. Maximum grade should relate to the length of the driveway and should not exceed 12% or that of the existing length.
- Driveways shall only connect to the street where curb cuts have been provided.
- A driveway or parking area in the rear yard is not permitted.
- Driveways and parking pads must be constructed of concrete,
- Landscaping may be required to compensate for the removal of vegetation and to screen the driveway- parking pad.
- The parking pad shall terminate in line with the front of the house (this will be depending on the style of the home and the grade characteristics of the lot and be reviewed on a case by case basis)
- Dimensional Limitations: Maximum width of nine feet. (Each lot will be reviewed.)
- Setback Minimum setback from side lot line is 18 inches.



### **Application Submission Checklist for Driveways and Parking Pads**

**An application is not considered “submitted” unless it includes all required information as provided herein.**

- ☐ A copy of the existing site plan showing the house, property lines and easements, existing driveways/parking pads, significant vegetation, fencing, accessory structures, and the location of the proposed driveway and/or parking pad.
- ☐ A copy of a current survey with identifiable pins or flags.
- ☐ Photographs showing the location of the proposed driveway parking pad.
- ☐ If grading is involved, a plan showing the change in grade, any retaining walls that will be required.
- ☐ A description of the proposed paving materials. Concrete is the only approved material. Any other materials must be reviewed and not guaranteed for approval.
- ☐ A landscape plan showing proposed plantings, as applicable.
- ☐ If adding a parking pad or expanding an existing driveway, the Property Owner is responsible for obtaining any permits required by local ordinances

## **Fences**

**No application is necessary to repair or replace an existing fence but notification is required no less than 3 business days prior to commencement of work to obtain an approved project sign.**

**No application is necessary to install an invisible fence.**

NOTE: Residents are encouraged to set invisible fences back from property lines in consideration of neighbors and users of adjacent common areas. In no case shall invisible fence be installed beyond the Property Owners property line. While Invisible Fences are permitted, they are not a substitute for traditional fencing for the safety and containment of pets. **Therefore animals may not be left unattended in an invisible fence.**

## **General Considerations**

In order to maintain the open character of the Community the use of fences should be limited. Wherever possible, alternatives such as plant materials should be used to define boundaries and to create privacy.

Fences should minimize the physical and visual impact on neighboring properties.

All fences must be well designed, well-constructed and compatible with the architecture of the home and project.

## **Specific Guidelines**

- Non-privacy fencing may also be considered which are often installed behind houses that abut HOA common areas.
- Fences must be consistent with the Property Owner's house and the overall image and character of the Community.
- A minimum of one three-foot wide access gate is required into a fenced-in area
- Adjacent homeowners wishing to share common fencing must still receive Architectural Control Committee approval for fence placement. In any case, it is the homeowner's responsibility to check for any easements that may affect placement of fencing.
- If the ground slopes, the fence must be parallel to the ground and not "stair stepped" at the top. Fences shall be installed to slope with the grade.
- All vertical Property Owners must be straight and plumb and horizontal Property Owners must be parallel with one another. There should be no "No Man's Land" strip between fences.
- Fence gates shall match the design, material, color and construction of the fence.
- Attachment, provides examples of generally accepted fence colors.
- Low voltage light of any type is permitted on fence posts and/or caps.
- In the case of a pool installation where an existing adjacent fence is not compliant with pool code the Property Owner will either have to replace the neighbor's fence section (subject to receiving the neighbor's permission to do so) or route the pool code fence sufficiently far from the existing fence (e.g., around the pool instead of around the yard) as to not create the parallel fence issue.
- Fences should be located to avoid removing existing trees or significant vegetation. When trees or significant vegetation straddles, a joint property line the fence must angle in toward the Property Owner who is installing the fence.

### **Materials:**

No pre-fabricated panels are permitted. Fences must be assembled on-site.

All Fences and any components shall be constructed of #2, or better quality, treated yellow pine

pressure treated wood or other rot resistant wood. material will be allowed.

Fence posts must be anchored in the ground with concrete.

At no time will fence posts be more than 8 ft apart.

Chain-link or other metal fencing will not be permitted.

Vinyl, vinyl coated or other plastic type fencing will not be allowed.

Nonfunctional Fencing such as plastic or wire fencing is generally prohibited.

**Style:** Fences will be considered on a case-by-case basis. Generally, fences in the community are six-foot board-on-board style fences. Fence styles and heights for Chatham Forest are limited to the following:

Scalloped – 4, 5 or 6 ft in height,

Dog Eared Straight Top – 3, 4 or 5 ft in height,

Gothic Straight Top – 4 or 5 ft in height,

Privacy Arch Top – 5 or 6 ft in height.

Any fence style other than stated will be approved on a case by case basis.

Fence styles are further discussed in Exhibit B

**Location:** Fences must follow the property and be located within the property line unless a variance is requested in the Architectural Modification Application and granted. Fences may not extend further forward than the midpoint of the side wall of the dwelling unless a variance is requested from the ARC and granted. Variance requests will be considered on a case-by-case basis.

- The fence shall be placed one inch (1") inside the owner's property line unless the fence is on the side of a house that faces the street. In a case where a fence runs along a side street, the fence must be four (4) feet inside the property line and care must be taken in order to not block a vehicle's line of vision (ordinances may control the placement of the fence in some instances). The finished side of the fence (the side with the fence slats) shall face outward from the requester's yard
- The fence must be placed no further forward than 10 feet from the rear corners of the house, except when there is a rear access door into the garage or it is desired to enclose the crawl space access door. There are practical reasons for permitting the access door to be inside the fenced area (e.g. to allow pet and children access between the rear yard and the garage).
- The garage access door (if not part of the original construction) must be installed at the furthest point back on the outside garage wall. The garage access door must be installed prior to the installation of the fence.
- The fence can only come forward and attach to the house at sixteen inches (16") past the edge of the exterior door trim. No forward-placed fences will be allowed except to accommodate the noted access doors.
- The forward fence attachment must not enclose an electric or gas meter (unless extenuating circumstances exist) or be less than ten feet (10') from the front corner of the house. The fence attachment on the other side of the house shall remain at a maximum of ten feet (10') from the rear corner.
- The ARC will require any fence that encloses an access door to have a vegetative screening planted in front of it to soften its forward approach (these plants will be evergreen in nature so as to give a year-around-screening effect).

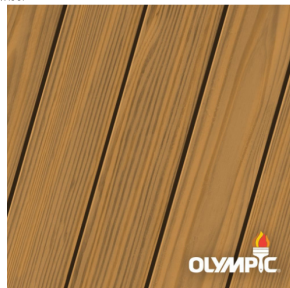
- The above items notwithstanding, some houses may not be able to enclose an access door because the final placement of the fence may not meet one or more of the above guidelines.
- Fence placement for corner lots will be reviewed on a case by case basis, however, at no time will the fence be placed forward of the noted 10 ft from the rear corners of the home for at least one side.

## Colors

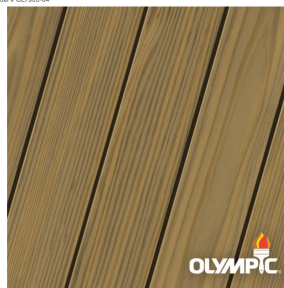
- Painting of fences is not permitted. Clear protectants or the approved stains are allowed and should be applied at the homeowner's discretion to protect the fencing materials, the appearance thereof and their investment. Fences shall be sealed or stained as approved by the ARC. The finished side shall face the street or exterior of the property and the color and style of any staining or painting shall be consistent with the Property Owner's house and the overall image and character of the Community.

Please note: Clear protectants means products that are CLEAR (without any color added) – similar to Olympic semi-transparent #716 Cedar Natural Tone or Ginger and the standard Thompson's Waterseal.

Model # OLY716-04



Model # OLY760-04



### **Application Submission Checklist for Fences**

**An application is not considered “submitted” unless it includes all required information as provided herein.**

- ☐ A copy of the existing site plan showing the house, patios and decks, existing fences, accessory structures, significant vegetation, property lines and easements, and the location of the proposed fence.
- ☐ **A current survey with identifiable pins or flags.** Google map images are not substitutes for surveys.
- ☐ Notification to neighboring properties - signatures of neighbors is a requirement on the application.
- ☐ Photographs showing the house and proposed fence location. Such photos must include any existing neighbor fences.
- ☐ A drawing or photograph of the fence design, including dimensions, material and color.
- ☐ A landscape plan showing proposed plantings, as applicable.

## **Flags/Flagpoles**

**No application is required for Flags/Flagpoles which follow the guidelines**

### **General Considerations**

- Flagpoles that are attached to the home and are removable are permitted. Pole should be attached to the structure of the home and not to exceed six (6) feet.
- Flags, not to exceed approximately 2' x 4', are allowed only when flown from holders attached to the front of the house.
- **Free-standing, permanent flagpoles are not allowed.**
- Flags, banners and flagpoles should be located so as to minimize their impact on neighboring properties.
- Lawn flags are allowed but may not be excessive in number, and must be appropriate to their surroundings.
- Under no circumstances are flags with obscene, insensitive or inappropriate wording or images allowed.
- Flags displayed must be maintained and worn flags should be disposed of properly.
- No flags shall be displayed on the Association's common areas, unless carried out or approved by the association.

### **Specific Guidelines**

No more than one structure mounted pole flag will be permitted on any home.

### **Submission Requirements**

Application is not required provided that the flag installation is in accordance with these guidelines

## **Gutters and Downspouts**

### **Replacements**

**No application is required for the replacement of existing approved gutters and downspouts of a similar size and appearance in the currently approved location.**

**No application is required for a short downspout extension as long as the redirected water does not detrimentally impact any adjacent property.**

**Notification to the management company is required and an approved project sign will be provided for the duration of the project.**

### **General Considerations**

The design, color, size and location of gutters and downspouts must be compatible with the architecture and colors of the house.

The installation of gutters and downspouts shall the same style as originally installed.

Gutter systems which include caps/hoods/rain guards will be reviewed on a case-by-case basis. The caps should have a simple design with a low profile, and be finished in the same colors as gutters and downspouts.

### **Specific Guidelines**

Gutters and downspouts shall be painted to match existing gutters and downspouts.

Downspouts must be brought to grade and splash blocks must be provided.

Downspout extensions, including underground drainpipe, must not detrimentally impact any adjacent property.

### **Application Submission Checklist for Gutters**

**An application is not considered “submitted” unless it includes all required information as provided herein.**

- ☐ Drawings or photographs of the house marked to show the locations of the proposed gutters and downspouts.
- ☐ Catalog photographs or manufacturer's "cut sheets" showing their profile, dimensions and color.

## **House Numbers**

**As numbers are non permanent fixtures, if a homeowner chooses to install numbers on their home without an approval, they should follow the following guidelines. Any numbers that are deemed to be inappropriate or in noncompliance may be required to be removed.**

### **General Considerations**

House numbers should complement the architectural style of the house, located to be clearly visible and matched to all other homes within the community. Chatham County requires that 4 inch Arabic house numbers be used to identify homes from the street. Metallic and/or wooden house numbers are approved for this use. The Architectural Review Committee reserves the right to approve or deny the use of any house numbering that detracts from the appearance of the home.

### **Specific Guidelines**

House/unit numbers should be located immediately adjacent to the front entrance or door.

Internally lit numbers are prohibited.

Custom designed house numbers may be approved if they are simple, appropriate, and relate to the architecture of the house.

### **Application Submission Checklist for House Numbers**

**No application or notification is required.**



## **Landscaping Features**

### **General Considerations**

Landscape features include but are not limited to fountains, fishponds, sculpture/statues, etc. When considering the type and location of landscape feature, the size of the property and proximity to adjacent residences are important factors.

In general, landscape features shall not be intrusive and must be appropriate to its surroundings. If visible from neighboring properties, landscape features may be required to be screened by natural vegetation and/or landscaping.

All Gardens must be nearly maintained through the growing seasons; this includes removal of all unused stakes, trellises, and dead growth. If a tree is removed, the stump must be ground out. A suitable replacement tree is encouraged.

### **Specific Guidelines**

The preferred location is in the rear yard; generally, landscape features are not permitted in front yards or in side yards that face onto a street.

Generally, no more than one large landscape feature will be permitted on any property.

Walkway, paths and steps should be simply configured and should follow (and be set into) the natural contours of the ground.

Ponds and water features should be appropriate in size, design and configuration for their location, constructed in a professional manner of durable materials, and appropriately landscaped to integrate the pond, visually, into its environment. Any lighting (including underwater lighting) must be reviewed and approved by the ARC.

Plastic decorations (e.g. fake plants, faux wood trim, and edging) are prohibited.

Seasonal holiday decorations are allowable and need not be reviewed. Decorations shall be displayed no earlier than twenty-one days before the holiday and shall be removed no later than fourteen days thereafter. Seasonal (non holiday specific) lights may be displayed up to 21 days after the holiday, with the exception of Halloween, which should be removed within 7 days.

### **Application Submission Checklist for Landscaping Features**

**An application is not considered “submitted” unless it includes all required information as provided herein.**

- ☐ A copy of the existing site plan showing the house and any accessory structures, fences, significant vegetation, property lines and the proposed location of the artwork.
- ☐ A current survey with identifiable pins or flags *may be requested* based on the location of the proposed landscaping.
- ☐ Photographs showing the house and property marked with the proposed location of the art object.
- ☐ A photograph of the landscape feature, including dimensions, material, and color.
- ☐ Where applicable, provide a planting plan indicating the type and location of existing or proposed landscaping.

## Landscaping (Plantings and Hardscaping)

**An application is not required, but highly suggested, for the installation of plantings, including trees or hedges, provided that the plantings follow the approved guidelines, unless a landscape or planting plan is required as a part of the review of another application.**

### General Considerations

Landscaping is an integral part of the overall image and character of Chatham Forest. It should enhance the architecture of the house, the natural beauty of the environment and the overall quality of the neighborhood.

The preservation of wooded areas should be maximized through the retention and maintenance of existing trees. Landscaping and the addition of plant materials are important in the screening of items such as pools, decks, patios, fencing, parking areas and utility equipment. Landscaping is also the preferred means to providing visual privacy.

Well-maintained turf, low ground cover, flowerbeds, evergreens, small flowering trees and the use of native materials are encouraged.

Hardscaping, or any significant structural elements related to landscaping, such as retaining walls, paved areas, steps, etc. must be submitted for review and approval by the ARC.

***Should a homeowner decide to follow the guidelines without submitting an application, they assume all responsibility for correction, should the work be deemed in non compliance.***

### Specific Guidelines

- Trees and shrubs must be located so as not to obstruct significant views from neighboring residences or restrict sight lines from vehicular and pedestrian traffic.
- Plant materials should be appropriate in character, habitat, species, size (both installed and mature), number, and arrangement for their purpose and surroundings.
- Wood chips, pine straw and shredded bark shall be used for mulch.
- Stone used as accent elements or paving material should be chosen so that its color, size, and installation complement the architecture of the house, the natural environment and associated plant materials.
- Monolithic paving of yards, or covering yards with decorative stones as a primary design element is prohibited,
- **Significant removal and alterations to grassy areas** are generally prohibited, and any exceptions will need to be reviewed on a case by case basis depending on its location and **require an application..**
- Plantings must not negatively impact neighboring properties.
- Views from neighboring lots, shade patterns or larger trees, and possible physical damage by encroaching plantings should be considered. If plantings are found to be detrimental, owners may be required to abate the problem.

### **Landscaping (Plantings and Hardscaping) cont.**

- Small landscape-related elements such as bird feeders, birdbaths, small decorative garden ornaments, etc. do not require review and approval however they must be unobtrusively placed.
- **Seasonal gardens do not require ARC approval.** Gardens shall be properly maintained during the growing period. After the growth season, dead plants, stakes, etc. shall be removed.

### **Landscape Restrictions**

No live trees with a diameter in excess of four inches, measured twelve inches above ground, nor trees in excess of two inches in diameter, similarly measured which are generally known as flowering trees or as broadleaf evergreens ... may be cut without the prior approval of the ARC unless necessary to construct improvements based on plans previously approved by the ARC. *Please see exceptions.*

Hedges over 36" high are not allowed forwards from the front corners of the house to the curb.

Caution should be used when considering plants which may be invasive. Please refer to the following website for invasive plants for NC. [www.invasive.org/eastern/](http://www.invasive.org/eastern/);

<http://www.biodiversitypartners.org/state/nc/invasive.html>;

EX. The common Nandina (Heavenly Bamboo) plant is invasive and toxic to some birds and wildlife

Bamboo is restricted from being planted anywhere in the subdivision.

Plantings should not interfere with motorist visibility.

Plantings should not impede pedestrians on sidewalks and should be edged at sidewalk and curb.

Heating/air units, if visible from the street, must also be landscaped.

### **Front and Back Lawns**

**No application is required for seeding or sodding yards.**

The front yard may be seeded or sodded. If seed is used, appropriate erosion management must be employed

All front yards should have minimum of 50% grassed area.

The rear yard may be seeded or sodded.

**Tall Fescue, Bermuda, Zoysia and Centipede** grasses are allowed to be used in creating a well manicured lawn and do not require ACC approval. This mix of year-round green and drought tolerant grasses provides a range of options for CHATHAM FOREST residents, and applies to both the front and back yards. **Any other types of grass require ACC approval.**

Homeowners are encouraged to consult with their neighbor prior to planting the "creeping grasses" (Bermuda, Zoysia or Centipede) and are asked to take reasonable precautions if the neighbor does not want that type of grass on their property.

Non-grass replacements to sod, such as stone or gravel, are not permitted, except in Landscape Beds and Gardens.

Homeowners must maintain their lawns, including what is commonly referred to as setback and in cases where a Homeowner has a sidewalk with grass between the sidewalk and the street, the Homeowner is responsible for maintaining the area in front of their property. Failure to care for a lawn impacts not only that property, but also adjacent properties visually and physically because of runoff, drainage and spread of weeds.

### **Trees and Shrubs**

At least two 3" caliper street trees in front yard.

Evergreen shrubs (3 gal. minimum, 36-48 inches on center) shall be required around the entire front foundation of the home, except in areas of ingress and egress

Blank areas of walls shall be landscaped with upright shrubs or small trees (4 feet min. height.)

Fencing facing the street requires plantings

## **Gardens**

### **Vegetable and Water Gardens**

These types of gardens shall be located in the rear yard and out of view from the street. (The ARC accepts the fact that this may not be possible in the case of corner lots)

Vegetable gardens should be kept clean and clear of high growing weeds when in the off- season. Water gardens should be planned in such a manner as to limit the potential for accidents (e.g., electrocution or drowning).

### **Flower Garden**

Natural areas (landscape beds) should be made in proportion to the home and property. All front yards, though, should have a minimum of 50% grassed area.

**Flower gardens are highly encouraged and do not require approval in many instances. However, if the plantings exceed 36” in height at full growth or with regular pruning, then the types of material and placement of such must have Architectural Control Committee approval prior to installation.**

Planting around street or stop signs cannot be more than 12” high and shall not contain plants of a vine-type variety.

Plantings near the mailbox area cannot cover the mailbox or address, interfere with mail delivery or exceed the height of the post.

### **Rain Garden**

A Rain Garden is an area specially designed to manage rain runoff, and contains plant types adapted to water. **No ARC approval is required if the plantings fall within the stated guidelines.** However, if the plantings exceed 24” in height at full growth or with regular pruning, then the types of material and placement of such must have Architectural Control Committee approval prior to installation.

## **Application Submission Checklist for Landscaping Features**

**An application is not considered “submitted” unless it includes all required information as provided herein.**

- ☐ A copy of the existing site plan showing the house and any accessory structures, fences, significant vegetation, property lines and the proposed location of the artwork.
- ☐ A current survey with identifiable pins or flags *may be requested* based on the location of the proposed landscaping.
- ☐ Photographs showing the house and property marked with the proposed location of the garden, grass installation, etc.
- ☐ A photograph of the landscape feature, including dimensions, material, and color.
- ☐ Where applicable, provide a planting plan indicating the type and location of existing or proposed landscaping.

## **Lighting**

**No application is required for the the installation of lighting or the replacement of an approved lighting fixture with an exact match or one that is substantially the same in type, size and appearance.**

**No application is required for walkway solar or low voltage lighting.**

### **General Considerations**

Lighting, including both decorative and security lighting, shall be selected and located so as to be an integral part of the house and yard. Fixture style, configuration and location must be compatible with the architecture and scale of the home.

Lighting shall be selected and located so as to minimize its impact on neighboring properties. The location of security lights on the house should be as inconspicuous as possible. Fixture design, wattage, color, location and direction should minimize glare onto neighboring properties, pedestrian walkways, and streets.

Individual property lighting shall be in strict accordance with approved project standards established by the ARC.

### **Specific Guidelines**

Lighting must be a "white" color such as incandescent, metal halide, mercury vapor, etc. Color-corrected "white" high-pressure sodium may be considered on a case-by-case basis. LED are permitted. Homeowners should also refrain from introducing lights that significantly vary in brightness from their adjacent neighbors.

- A new or replacement light fixture should be either an exact match or compatible in style, design, size, color, finish, type and lamp wattage with the original or approved fixture it is replacing.
- Yard lights (post type) are mandatory in the Chatham Forest community.
- Yard Light style is to remain as standard and consistent throughout the community.
- Yard Lights are to be installed no later than the completion of the original home construction and closing thereof / occupancy.
- Yard Lights may be Solar or electric. Original gas lighting is grandfathered in but should be replaced with solar. If damaged or in need of replacement the post type light should not be replaced with a gas one.
- Solar powered yard lights may be used but the style must be identical to the standard light.
- Responsibility for furnishing and installation is to be consistent with the Property Owner. Builders who are Lot / Property Owners are responsible for furnishing and installation and said yard light must be in place prior to conveyance / transfer of new construction / property. Should said Yard Light not be installed prior to the conveyance of the home / property the responsibility for said installation will transfer to the current Property Owner of Record. Should the Property Owner of Record fail to produce the noted Yard Light the CFHOA will have said Yard Light installed at the Property Owners expense or as provided by the Declaration of Covenants, Conditions & Restrictions.

### **Lighting Cont.**

- Existing "Gas" Yard Lights may be retrofitted with an electric or solar conversion providing the light style / appearance is not changed or altered. Homeowners are encouraged to do this.
- Only one post lamp will be approved for the front of each property. Post lights operated by photocells are preferred.
- The light fixture style must be consistent throughout the property
- Security lighting such as spotlights or floodlights should be selected and located so as to minimize its impact on neighboring properties. Fixtures should be shielded and mounted under or immediately below the eaves.
- Security light fixtures (floodlights) will not be approved as replacements for decorative post lamps or fixtures at entry doors.

- Wall packs or high intensity "barnyard" fixtures are required to be reviewed.
- Exterior light fixtures should be "hard-wired" so that there is no visible wiring. Conduit must blend in with the surrounding areas.
- Lighting cannot intrude onto neighboring property or into neighboring homes.

### **Seasonal Lighting**

Seasonal holiday lighting will not be reviewed. Lights shall be displayed no earlier than twenty-one days before the holiday and shall be removed no later than twenty-one days thereafter, with the exception of halloween lights which should be removed within 7 days of the holiday..

#### **Application Submission Checklist for Lighting not specified above.**

- ☐ A copy of the existing site plan showing the house, and any accessory structures, driveway, sidewalk, fencing, significant vegetation, property lines, easements, and the location of the existing and proposed (new or replacement) lighting.
- ☐ Photographs showing the house and site marked with the locations of all proposed lighting.
- ☐ Catalog photographs or manufacturer's "cut sheets" of lighting fixtures, including dimensions, wattage, type of lamp, finish and color.
- ☐ Drawings describing custom fixtures, where applicable.

## **Mailboxes**

**No application is required for the replacement of an existing, standard approved mailbox or post. Please see Exhibit B for Mailbox Details**

### **General Considerations**

One uniform mailbox was provided to each property owner within the Chatham Forest community when the home was first constructed. It is the responsibility of the property owner to maintain the integrity of the mailbox and structure. No alteration of the exterior appearance of any mailbox shall be made without written approval of the ARC.

Mailbox and Post installed in the Chatham Forest Community are as mandated as the "Standard" Mailbox and Post.

The standard is as furnished by "Rodney's Signs", Apex, NC for the Chatham Forest community. No other style is allowed unless approved by the HOA Board.

Responsibility for furnishing and installation is to be consistent with the Property Owner.

Builders who are Lot / Property Owners are responsible for furnishing and installation and said Mailbox / Post must be in place prior to conveyance/transfer of new construction / property.

Should said Mailbox / Post not be installed prior to the conveyance of the home / property the responsibility for said installation will transfer to the current Property Owner of Record.

Should the Property Owner of Record fail to produce the noted Mailbox / Post the CFHOA will have said Mailbox / Post installed at the Property Owners expense or as provided by the Declaration of Covenants, Conditions & Restrictions.

### **Homeowners must maintain their Mailboxes.**

Rusty or broken Mailboxes must be replaced, repaired and / or repainted.

Should a repair or replacement need arise, the mailbox and post must be replaced / repaired with an identical box, post and color so as to maintain continuity in the community. If a situation arises whereas the current standard is no longer available, application must be made to the ACC for the closest similar model.

Please Note; Mailboxes are to remain as originally installed and as original in color (Forest Green) with a red flag. The affixation of flags, decals, wraps, lettering or signage to mailboxes in CHATHAM FOREST is prohibited.

Mailboxes should be part of yearly maintenance; cleaned and painted for annual inspection

In order to cut down on time with letters going out to homeowners for unacceptable mailboxes and inconsistency in mailbox conditions and appearance, Homeowners should inspect their mailbox during the first three months of the year and bring them up to standards by the first week of April. The Management Company will conduct a yearly mailbox inspection the first week of April.

All Mailboxes should be clean, freshly painted, numbers visible and painted, flags and door in working condition, no rust and in general good condition.

Any mailbox/post that is deemed in need of maintenance or repair will generate a letter and a follow up inspection. If the mailbox/post fails the follow up inspection, the homeowner will be fined the cost of a replacement mailbox and the installation.

Mailboxes can be ordered for delivery at Lowes - The approved model is the **Gibraltar Mailboxes Elite Large Metal Green Mailbox –Model #E1600G00 / Item # 1125302**. It costs \$24.76 plus tax. You'll need to order it online, as they don't stock this version in the store.

If your Acorn Finial Post Cap is weather-worn, you can find replacements online.  
**Depot has a 6 pack for 29.30 Internet #205112907 Model # 189293.**

**Home**

The colors for repainting are

Rust-Oleum, Gloss Protective Enamel, Dark Hunter Green Spray Paint, #7733

Rust-Oleum, Satin, Red Heritage Spray Paint



## **Parking**

### **General Considerations**

All homes in Chatham Forest have driveways. In order to keep clear right of way, reduce accidents and enable emergency vehicles clear and unobstructed access, streets are not to be used to regularly park vehicles .

When temporarily parking on the street, only one side of the street should be used. Chatham Forest subscribes to an even/odd parking - Ex. On odd days of the month, the odd numbered side of the street may be parked on.

No industrial or commercial type trucks, or tractors, or inoperable automobiles, or boats, campers, or other vehicles may be regularly parked outside on the lot or on the street.

## **Patios**

**Applications are required for the installation of new patios, not the repair/replacement of an existing one.**

### **General Considerations**

A patio shall be designed and located to be harmonious with the size and scale of the house and to mitigate the impact of its use upon neighboring properties. A patio is a surface that is above ground and no higher than 24 inches from the ground, but above grade,

In general, the patio shall be an appropriate size for the area in which it is to be located and should be constructed of concrete, slate, brick or other masonry or stone material. A patio may not be constructed of asphalt.

Modifications to existing patios must incorporate the same materials and detailing as an approved existing deck (if applicable).

**\*\*NOTE:** The concrete slab that is poured for your rear patio during construction of your home most likely is not a structural slab (i.e. it is not designed to carry the load from a wall and roof assembly). Enclosing a concrete patio, then, will probably require that you take out the existing concrete slab and re-pour a footer slab in its place. Homeowner should verify the type of slab before proceeding.

### **Specific Guidelines**

- The patio shall be designed as an integral part of the house and property.
- Design and location should minimize any tree removal.
- Changes in grade or drainage pattern must not adversely affect adjoining properties. If adversely affects drainage, the Property Owner is responsible for correction.
- The patio is set on the natural grade with a border no more than one timber (6 inches) high;
- The preferred location is in the rear or side of the house. Front or street facing side yard patios will not be approved.
- Landscaping or lattice (wood or plastic) must cover all sides so under the patio is not visible.
- For on-ground patios, no lattice is required.

### **Application Submission Checklist for Patios**

- ☐ A copy of the existing site plan showing the house, property lines, easements, significant vegetation, existing patios and decks, fencing, accessory structures, and the location of the proposed patio.
- ☐ Photographs showing the proposed location of the patio.
- ☐ A plan, to scale, showing the existing house and the proposed patio, including materials.
- ☐ Detailed construction drawings of railings, steps, etc. A landscape plan, as applicable.

## **Play Equipment**

**No application is required for temporary, removable play equipment, only permanent, semi-permanent and installed Equipment.**

### **General Considerations**

Stationary play equipment (i.e. swing sets, play structures, play houses, sandboxes, trampolines, etc.) does not require approval by the Committee, however, they are subject to the following to include appearance, size, height, and location.. All play equipment must be kept in good condition or must be removed. All wooden play structures shall be stained with a tinted sealant in order to preserve the appearance/finish and to minimize the visual prominence of the structure. Permanent skateboard, bike, and other types of recreational ramps are not allowed.

Permanent play equipment should be selected and located so as to minimize its visual and acoustical impact on adjacent properties. Design and location should visually integrate the structure into its surroundings and should take advantage of any screening provided by existing vegetation.

When considering play equipment, the size of the property, wooded area, equipment size, material, color, relationship to adjacent residences and amount of visual screening are important factors. Play equipment must be placed in rear yards at least 15 feet from any neighbor's property line.. The installation of play equipment in common areas is prohibited.

The equipment must be maintained and in good working condition.

### **Specific Guidelines**

Play equipment should be sturdily constructed of durable materials and finished in a natural color or left to weather naturally. Plastic, cloth or metal equipment, not including wearing surfaces such as slides, poles and climbing rungs, must be finished in muted colors. Earth tone colors are encouraged.

Portable play equipment that is easily transportable by one person need not be approved.

Portable, large equipment such as skateboard ramps, climbing walls, trampolines, portable basketball backboards, etc. must be approved unless stored out of sight when not in use and cannot be placed off of a Property Owners' property.

Play structures shall be built a minimum of 6 feet from all property lines.

### **Application Submission Checklist for Play Equipment**

- ☐ A copy of the existing site plan showing the house and any accessory structures, fences, significant vegetation, property lines, and the proposed location of the play equipment.
- ☐ Photographs showing the existing house, "cut sheets" of the play equipment, including dimensions, and site marked with the location of the proposed play equipment.
- ☐ A catalog photograph or manufacturer's materials, and colors.
- ☐ If equipment is to be constructed, include a plan and elevation drawing, to scale, identifying dimensions, materials, and colors.
- ☐ Where applicable, provide a planting plan indicating the proposed type and location of vegetation.

## **Porches, Sunrooms and Greenhouses**

**Applications are required for the new construction of porches, sunrooms and greenhouse.**

Before commencing any project be sure to call Utility Locator at 811

### **General Considerations**

A porch is a covered area adjoining an entrance to a building. A screened porch is porch that has walls made of screen. A sunroom is a room with large windows, and sometimes a glass roof, designed to allow in a lot of sunlight; a greenhouse is a glass building in which plants are grown that need protection from cold weather. All additions shall be compatible with the existing house. in style, scale, massing and the consistent use of architectural elements, materials, colors and other details. Submission and approval of the design will be required for all new porches or additions to existing porches.

### **Specific Guidelines**

- The size and location of the addition shall be appropriate to the existing house and space available on the property. Additions should be located to minimize any tree removal. When located on a deck, the addition should be integrated both visually and structurally with the deck.
- The design and location should consider any adverse impact on neighboring properties, including changes in grade or drainage, elimination of privacy or the removal of existing vegetation. Any adverse impact to the neighboring properties shall be the responsibility of the Property Owner to correct.
- All additions must be attached directly to the house in the rear.
- New windows and doors should be the same or be compatible with the material and color of the existing house including roofing, siding and trim elements.
- The new roof pitch should be compatible with the existing roof.
- Where more substantial porches/screened porches are to be constructed on upper-level decks, special attention must be given to the design of the addition in order to visually integrate the structure with both the house and the ground.
- Supplemental landscaping may be required to compensate for the removal of vegetation and to visually soften the addition.
- Where the addition is to be located on an upper-level deck, the incorporation of structural skirting and/or landscaping to hide the understructure and visually integrate the sunroom/greenhouse with the house.

### **Application Submission Checklist for Porches, Sunrooms and Greenhouses**

- ☐ A copy of the existing site plan showing the house and any fencing, accessory structures, significant vegetation, property lines, easements, and the location of the proposed porch.
- ☐ Documentation submitted will indicate compliance with setbacks and height restrictions as well as any other requirement pursuant to the applicable zoning regulations.
- ☐ Photographs showing the house and site of the addition.
- ☐ Complete plan and elevation drawings, to scale, showing the existing house and the proposed addition.
- ☐ A list of all exterior materials and samples of proposed colors, if applicable.
- ☐ Catalog photographs or manufacturer's "cut sheets" of "off-the-shelf" items, as applicable, including sizes, materials and colors.
- ☐ A landscape plan, as applicable.
- ☐ Property Owner's statement that accounts building permit has or will be applied for.

## **Retaining Walls**

Before commencing any project be sure to call Utility Locator at 811

**No application is required for the repair of an existing retaining wall. New retaining walls require applications.**

### **General Considerations**

Retaining walls shall be designed and located to be harmonious with the architecture of the house and to mitigate the impact upon neighboring properties.

In general, the retaining wall shall be constructed of brick, decorative concrete, or natural stone material. Retaining walls constructed from wood railroad ties (or similar lumber) are not acceptable. Every effort should be made to eliminate guardrails, which may be required by code, by terracing walls or by reducing wall height.

### **Specific Guidelines**

- Walls should be as unobtrusive as possible and built to the minimum height needed and should be securely constructed with tiebacks or dead-men as needed.
- Walls should be made of durable materials that are compatible in color and appearance with their environment. Depending upon location, brick, decorative concrete or natural stone are appropriate.
- The top of the wall must be stepped to accommodate a change in grade.
- Retaining walls must not create any adverse drainage problems. Any drainage problems arising from construction of the retaining wall will be the responsibility of the Applicant to correct.
- Depending on size, material and location, retaining walls may require landscaping to soften the visual impact of the wall.
- Retaining wall design will be in accordance with local codes. Design layout of retaining wall will minimize the impact of guardrails. All guardrail design shall be compatible with the architectural style of the adjacent structure.
- Drainage must not negatively impact neighboring properties and is the responsibility of the Property Owner to correct.

### **Application Submission Checklist for Retaining Walls**

- ☐ A copy of the existing site plan showing the house, driveway and any accessory structures; including pools, decks, patios, fencing, walks, significant vegetation, property lines and easements.
- ☐ A current survey *may be required*.
- ☐ Photographs showing the house and the property.
- ☐ A landscape plan identifying plant materials, accurately located and drawn to scale.
- ☐ For retaining walls or terracing, include drawings that show the existing and proposed grading.
- ☐ Where structural elements are proposed, include drawings showing design and installation details.

## **Roofing**

**No application is required for the replacement of existing roofing that is similar in material and color. However, notification is required. Changes in color or material will require an application to the ARC. Homeowners must be sure that the existing roof is in compliance. There are several roofs which have non-compliance shingles. When those roofs are repaired, they must be brought up to current guidelines. As a roof is a considerable expense, it is highly recommended that an ARC request is submitted and approved.**

## **General Considerations**

New or replacement roofing, including the design and material, shall be appropriate in appearance and quality to the style and design of the house. Asphalt shingles are the only roof material permitted: color should be compatible with other existing or proposed exterior colors and materials on the house.

## **Specific Guidelines**

No change in material is permitted.

- When replacing roofing, the entire structure should be reroofed at one time. Partial reroofing is not allowed unless the additional replacement roofing exactly matches the existing roofing.
- Replacement roofing material and associated elements should be similar in appearance and quality to the existing approved roofing.
- Pitch of the main roof structure should be no less than 8/12.  
    Pitches for porches, breezeways and other secondary structures may be less, provided they are approved by the New Home Architectural Committee.
- No mansard roofs will be allowed.
- Contemporary or other irregularly pitched roof styles will not be allowed.
- All roof penetrations (gas flues, exhaust vents, plumbing vents, skylights, etc.) shall be located on the rear roof slopes so they are not visible from the street.
- Roof penetrations must be painted a color that is compatible with the roof color.
- Roof penetrations visible from the street must be approved in writing by the       Architectural Committee.

## **Materials**

Approved roof materials shall consist of the following:

1. 25-year or better architectural/ dimensional/ 3 tab fiberglass shingles.
2. Cedar Shakes
3. Slate
4. Synthetic-Slate
5. Standing seam metal for accent areas only.

## **Colors**

**Color changes must be approved by the ARC Committee.**

### **Application Submission Checklist for Roofs**

- ☐ Photographs showing the house and roof.
- ☐ The manufacturer and specific color "name" of the proposed roofing material, and a sample.
- ☐ If possible, a sample of the existing roof material.



## **Security Devices**

**No application is required for the installation of home security devices**

### **General Considerations**

Security devices including cameras and alarms shall be selected located and installed so as to be an integral part of the house and not distract from its architecture and appearance. No application is required for all externally visible security devices. When installing security cameras, special consideration and care should be given with respect the privacy of neighboring properties.

### **Specific Guidelines**

Cameras and housings, sirens, speaker boxes, conduit and related exterior elements should be unobtrusive and inconspicuous. Such devices should be located where not readily visible and should be a color that blends with or matches the surface to which attached.

## **Shutters**

**No application is required for the replacement of existing approved shutters with shutters that are the same in style and color.**

### **General Considerations**

Shutters should be harmonious with the architecture of the existing house regarding the style, size, material and color of the shutters. Shutters must be equal, or approximately equal by standard manufacturers' standards, in length to the height of the window

### **Specific Guidelines**

New shutters should be applied to all windows on an elevation, on both sides of a window, matching the size and configuration of the window.

Removal of existing shutters without replacements must be submitted for review and approval.

A change in shutter style, size, or color will require ARC approval.

### **Application Submission Checklist for Shutters**

- ☐ Drawings or photographs showing the house and the proposed location of shutters.
- ☐ Catalog photographs or manufacturer's "cut sheets" of the shutters including dimensions, materials and samples of colors.
- ☐ Information regarding existing shutters on the house, where applicable.

## **Sidewalks, Walkways/Ramps**

Before commencing any project be sure to call Utility at 811 or 1-800-552-7001

**No application is required for the repair to an existing walkway provided the existing walkway is in compliance. New walkways require an application.**

### **General Considerations**

A new or replacement sidewalk or walkway should be constructed of natural-colored concrete, aggregate, brick or other appropriate paving material shall be submitted and reviewed when visible from the street or common area walkways.

Modifications and additions to existing sidewalks or walkways must incorporate the same material, color and detailing as the existing sidewalk. Approval is not required for the replacement of an existing, approved walk provided that the replacement utilizes the same material, color, and detailing of the existing walk.

All structures for handicapped access, which are visible from the street, shall be submitted for review and approval for compliance with the design guidelines and shall meet all local, state and federal regulations.

### **Specific Guidelines**

Sidewalks should be a minimum of 3' and a maximum of 5' in width.

Location should minimize any removal of trees or other significant vegetation.

Changes in grade or drainage pattern must not adversely affect adjoining properties. Applicant will be responsible for correcting drainage problems created by construction.

Sidewalks shall be of masonry such as natural-colored concrete, aggregate, brick, stone, slate, flagstone or other approved paving.

Slope and handicapped access should be considered where necessary.

Landscaping may be required to compensate for the removal of vegetation.

Asphalt sidewalks are prohibited.

Sidewalks should be set back at least four feet from the property line and installed flush to the ground.

Any disturbed lawn, beds, etc. must be restored.

Direct connection of walkways and lead walks to the front sidewalk will not be permitted.

## **Application Submission Checklist for Sidewalks, Walkways/Ramps**

- ☐ A copy of the existing site plan showing the house and any decks, patios, fencing, accessory structures, significant vegetation, driveways, property lines, easements, and the location of the walk.
- ☐ Photographs of the house showing the location of the proposed walk.
- ☐ Construction drawings of paving details, steps, railings and other features, as necessary.
- ☐ A list of all materials and colors.
- ☐ A landscape plan, as applicable.
- ☐ Drawings or cut sheets of any lighting.

### **Siding**

**No application is required for the replacement of existing siding with siding that is identical in style, size, material and color. Notification is required to the management company and a work sign should be placed in the yard during the project**

### **General Considerations**

Siding style, material and color shall be compatible with that of the house.

Approved exterior siding materials include: Brick, Cement, Cedar Shakes, Wood siding, Stone, Hardi-Plank or approved equal.

Aluminum and vinyl siding is not an approved exterior material.

### **Specific Guidelines**

When replacing siding, all existing siding on the house should be replaced at one time. Partial replacement is not allowed unless the replacement siding exactly matches the existing siding.

The proposed siding material and trim details should be similar in appearance to the existing approved siding.

The proposed siding color should be the same as the existing siding color. Changes in color will be reviewed on a case-by-case basis, and should not match the adjacent neighbors siding.

Photographs of neighbors' colors must be provided with the application.

## **Signs/Temporary Signage**

### **General Considerations**

Signs should be selected, designed and located so as to provide effective communication while minimizing their visual impact on neighboring properties and the neighborhood.

All signage must comply with the local ordinances and regulations.

### **Specific Guidelines**

#### **Signs**

##### **General Considerations**

Except as may be required by legal proceedings or noted below by exception, no sign shall be erected or maintained on any property without prior approval by the committee.

Approved exceptions:

- A single real Estate “For Sale” (or “For Rent”) sign of not more than six square feet. Artificial lighting or illumination of the sign is not permitted. All real estate signs must be removed after three (3) days from the date of conveyance of the home, or the execution of the lease agreement, as applicable. ARC approval is not required for placement of such sale/rent/open house signs.
- “Open House” signs are permitted only during the hours that the premises are open. This includes all such signs anywhere within the borders of Chatham Forests, its entrances and streets, but not located on the property of another property owner without his or her permission.
- A “Political sign”, meaning a sign that attempts to influence the outcome of an election, including supporting or opposing an issue on the election ballot. Each lot may display up to 3 political signs with the maximum dimensions of 30 inches by 24 inches. Political signs cannot be placed earlier than 60 days before the day of the election and must be removed no later than seven days after the final day of voting concludes. Signs shall not obstruct any traffic sight lines.

Signs must be well constructed, with good quality materials and must be maintained in an orderly manner (perpendicular to the ground) at all times.

WE HAVE TO ADD SOMETHING HERE FOR THE SPEEDING SIGNS AND DONT POOP SIGNS

## **Skylights**

**No application is required for the replacement of existing approved skylights of the same size and appearance in the currently approved location. New skylights shall match existing skylights and require ARC approval.**

### **General Considerations**

Skylights should be visually integrated with the architecture of the house regarding style, location, size and color.

### **Specific Guidelines**

Skylights shall have a low profile and lie flat on the roof, and installed in a location not visible from the primary street

Skylights shall be installed parallel with the roof ridge and edges.

The frame color shall match or be compatible with the roof color.

### **Application Submission Checklist for Skylights**

- ☐ A drawing or photograph showing the proposed location of the skylight.
- ☐ Catalog photographs or manufacturer's "cut sheets" of the skylight and complete specifications including dimensions, colors, materials, etc.

## **Solar Energy and Wind Collection**

**Approval is required for solar energy collection devices (i.e. solar panels or collectors).**

### **General Considerations**

The quality, design, color, type, style, configuration and location of the proposed solar collectors must be compatible and visually integrated with the architecture of the house and of neighboring properties.

### **Specific Guidelines**

All solar collector (panel) installations shall be reviewed on a case-by-case basis.

All framing, piping, control devices and wiring must be painted to match the color of the roof or the element upon which it is installed; Exposed wiring is prohibited. Wiring shall be concealed inside the structure or in unobtrusive conduit.

Roof mounted solar collectors (panels) must be flush-mounted and parallel with the roofline upon which it is installed.

Ground mounted solar collectors must be as small as reasonably possible, located in the rear yard not facing public view and screened with sufficient landscaping which must be maintained to minimize its visual impact to neighboring properties.

Solar panels that are no longer in use or in good working order shall be promptly removed and discarded.

All solar panels must be maintained in good condition at all times.

Installation of wind turbines and other forms of wind collection are prohibited.

Note: Chatham Forest HOA does not currently have a Green Energy Plan or a standard of acceptable technology. As alternative energy technologies continue to evolve, the ARC and Board will review and consider applications on a case-by-case basis.

**Solicitation**

Chatham Forest is a no solicitation community.

**Street Right of Way Obstructions****General Considerations**

Both Chatham Forest and the NC-DOT prohibit placement of any obstructions in the street right-of-way. Such barriers include posts and/or chain/rope, blocks, stones, fences, or hedges of any kind, any form of large shrub/tree planting or bed, construction materials, dirt piles, construction debris.

Construction equipment, materials, mulch, pavers, etc. should be delivered and placed entirely within the borders of your property and not stored on the street during your project.

## **Spas & Tubs**

Before commencing any project be sure to call Utility Locator at 811 or 1-800-552-7001

**Outdoor HotTubs are automatically approved provided that they follow the guidelines. Homeowners must submit an application if the hottub is a permanent fixture with a deck.**

### **General Considerations**

Spas/hot tubs should be selected, designed, and located so as to minimize their impact on neighboring properties. In general, a spa/hot tub should be integrated visually and structurally with a rear yard deck or patio and be screened from view.

### **Specific Guidelines**

- Outdoor hot tubs are approved.
- Location of a hot tub shall be shown on the site plan and or landscape plan.
- Hot tubs shall not be installed on the front or side yard of any home.
- Spas/hot tubs shall be located in the rear yard.
- No more than one spa/hot tub is permitted on any property.
- When set on a deck, the spa/hot tub should be integrated both visually and structurally into the deck.
- Any mechanical equipment, pipes and wiring must be concealed or screened from view.

### **Application Submission Checklist for Spas/Hot Tubs**

- ☐ A copy of the existing site plan showing the house and any deck, patio, fencing, accessory structures, significant vegetation, property lines, and the proposed location of the spa/hot tub.
- ☐ Photographs showing the house and site for the proposed spa/hot tub.
- ☐ Drawings, to scale, including plan and elevations, construction details and materials.
- ☐ A catalog photograph or manufacturer's "cut sheets" with dimensions, materials, and colors.
- ☐ If the use of fencing is proposed, include drawings indicating location, dimensions, details, and material.
- ☐ Where applicable, provide a planting plan indicating the proposed type and location of landscaping.
- ☐ Detail any planned lighting.



## **Storage Sheds**

Before commencing any project be sure to call Utility Locator at 811

### **Storage sheds require an application**

#### **General Considerations**

All shed installations must be approved by the ARC in advance of installation. Storage sheds must be located so as to minimize their visual impact on neighboring properties, roadways or common areas. The location should take advantage of screening provided by existing or proposed structures, fences and/or vegetation. Landscape screening may be required.

Storage sheds shall be visually integrated with the existing house through the complementary use of materials, colors and details.

NOTE: The Town of Pittsboro and Chatham County may require that a Building Permit be obtained for a shed of any size. The shed must NOT be closer than 10 feet to any side property line or a property line parallel to a street such as with a corner lot.

#### **Specific Guidelines**

No more than one (1) storage shed will be permitted on any property.

Wherever possible, built-in sheds shall be integrated into the architecture of the house, walls or fencing.

Storage sheds shall be located in rear yards.

Maximum Footprint is limited to 120 ft<sup>2</sup>.

Where feasible, freestanding sheds should be located in areas of vegetation to screen the shed from neighboring properties and streets.

Storage sheds in a visible location shall require screening by fencing and/or landscaping to effectively reduce the visual impact from neighboring properties and street.

Sheds should be constructed of durable materials that match the house in appearance. The shed must be permanently affixed to the ground via a concrete slab floor or footing anchors in the corners. Small prefabricated plastic sheds, are not permitted.

The shed must be permanently affixed to the ground via a concrete slab floor or footing anchors in the corners

### **Application Submission Checklist for Storage Sheds**

- ☐ A copy of the existing site plan showing the house and any deck, patio, fencing, accessory structures, significant vegetation, property lines, and the proposed location of the shed.
- ☐ Photographs showing the house and the exact location of the proposed shed.
- ☐ If pre-constructed, a catalog photograph or manufacturer's "cut sheets" of the shed; including dimensions, materials, and colors.
- ☐ If the storage shed is to be constructed, include a plan and elevation drawings, to scale, with dimensions, materials, and colors. If built against the rear wall of the house, also include this elevation incorporating the proposed shed.
- ☐ Where the use of fencing is proposed, include a drawing with dimensions, details material and color.
- ☐ Where applicable, provide a planting plan indicating the proposed type and location of landscaping.

## Swimming Pools, and Water Areas

**All Plans for swimming pools must be submitted to the Architectural Committee for approval.  
All Applications for pools must have a new survey complete with identifiable pins or flags.**

### General Considerations

When planning swimming pools, the size of the property, relationship to adjacent residences, and the size of the pool and related accessory structures must be considered. The location of pools must minimize their visual and acoustical impact on adjacent properties. Design and location should visually integrate the structure into its surroundings and should take advantage of the screening provided by existing vegetation. Chatham County approval is required.

Please be advised, any homeowner choosing to have any pool, wading or otherwise, constructed or placed, on said homeowner's property shall bear total responsibility / liability for said pool and use thereof.

At no time and under no circumstances shall the Chatham Forest HOA, the Board of Directors, the Association Management Company or any Committees of the HOA be liable for any actions or circumstances of any kind and shall be held harmless.

All Plans for swimming pools must be submitted to the Architectural Committee for approval.

- **All pools, with the exception of wading pools, MUST be approved by application and in writing by the ACC Committee prior to installation and include a current survey**
- Any and all proposed swimming pools, hot tubs, fountains, etc. must comply with North Carolina State Law in addition to the Design Guidelines.
- All pools must meet all State, County and Local Codes, Zoning and Compliance.
- With the exception of "wading pools" all pools must be "in-ground" installations.
- "Wading pools" are inflatable pools with a water depth capacity, which does not exceed twenty-two inches (22"). Wading pools can be deflated and stored away and do not include, require or employ any type of filtration system.
- Pools are required to be enclosed by a minimum five feet (5') high fence, with locking gates, gates should be locked at all times.
- Fences are to comply with the ACC Guidelines.
- Pools are required to be set-back no less than ten feet from any property line and must be within the boundary of each side of the house extended in a straight line to the rear property line.

### PROHIBITIONS

- No diving boards or water slides are permitted.
- At no time shall any pool, wading or otherwise extend beyond the boundary of each side of the home as extended to the rear property line.
- Above ground swimming pools are prohibited.
- Bubble covers for below ground swimming pools are prohibited.
- Pools may not be installed on the front or side yard of any home.

**Water Ponds/Falls/Fountains**

Decorative water pools, fountains, and falls are permitted with written approval of the ACC prior to installation. There shall be no "recreational" use of such decorative displays.

**Specific Guidelines**

Swimming pools shall be located in rear yards as far away from adjacent residences as possible. No swimming pool shall be located in a front or side yard.

Mechanical equipment and other utility accessories must be located so as to minimize the visual and acoustic effect on the adjacent property and minimize the acoustical impact to adjacent property.

No above ground pools will be permitted.

A separate application is required for any fencing.

**Application Submission Checklist for Pools**

- ☐ A copy of the existing site plan showing the house, any deck, patio, fencing, accessory structures, significant vegetation, property lines, and the proposed location of the swimming pool and accessory structures, including mechanical equipment.
- ☐ Photographs showing the house and the proposed location of the swimming pool.
- ☐ Detailed drawings, to scale, including plans and elevations, construction details, materials and colors of accessory structures.
- ☐ Manufacturer's literature identifying the type of fence and drawings indicating fence location, dimensions, details, material and color.
- ☐ A landscape plan indicating the type and location of proposed landscaping.
- ☐ Drawings or cut sheets of any lighting. Any above ground enclosure or structure will require review and approval for compatibility with architecture guidelines.
- ☐ A copy of approved Chatham County building permits or a copy of the permit application, in which case ARC approval is contingent on county permit approval.

## **Trash Enclosures/Grills/Fire Pits/Firewood**

### **General Considerations**

Trash enclosures, permanent grills, fire pits, and firewood storage should be located so as to minimize their visual impact on adjacent neighbors.

### **Specific Guidelines**

#### **Trash Enclosures**

Trash enclosures are permitted to allow the outside storage of no more than two (2) trash containers. Only one (1) trash enclosure per lot is permitted. Only covered trash containers are permitted in the trash enclosure. Enclosures shall be in the rear or side of the home. For enclosures on the side of the home, screening with landscaping is required. The enclosure shall not be over five (4) feet high, four (4) feet wide, and four (4) feet deep. Placement and size will be considered on a case-by-case basis.

Trash enclosures are prohibited in front yards.

The enclosure should be sturdily constructed of wood, brick, stone or landscaping materials compatible with the adjacent architecture or approved fencing guidelines.

The enclosure must be painted or stained to compliment the siding.

If visible from the street, the enclosure should be screened by vegetation.

The trash enclosure should be maintained so that it does not create a visual or environmental nuisance.

#### **Fire Pit**

Fires must be contained and never be unattended, Ashes must be properly stored. Fire Pits should be maintained and cleaned on a regular basis. Gas pipes and wires must be hidden. Wood burning fire pits are not permitted on decks. Compliance is required per Chatham County and City of Pittsboro burn ordinances.

### **Application Submission Checklist for Trash Enclosures and Fire Pits**

- ☐ A copy of the existing site plan showing the house, any accessory structures, significant vegetation, property lines, and the location of the proposed trash enclosure.
- ☐ Photographs showing the house and site marked to show the location of the proposed enclosure.
- ☐ Include a plan and elevation drawing(s) identifying dimensions, material, and color.
- ☐ Where applicable, provide a planting plan indicating the proposed type and location of vegetation or other screening, existing or proposed.

## **Tree Removal**

### **General Considerations**

Trees are an integral part of the overall image and character of Chatham Forest and must be protected. Live trees located on lots, within common area woods and other natural areas may not be disturbed without specific approval. It is recommended that living trees with a greater than a six-inch diameter not be removed unless they adversely affect the owner's home/property. It is also recommended that trees be replaced when possible.

**In general, the removal of trees will be approved if the tree is dead or if there is a danger to people or property or if detrimental conditions exist.** Detrimental conditions include the physical intrusion by roots and branches on houses in a way that causes damage, excessive shade, or blocks views and sight lines. Overgrowth may also be considered detrimental.

**Removal of trees on property owner property requires notification to the ARC board, the Management Company and the property owners at both sides and in front and/or behind the property. Trees that are dead and/or present a hazard will receive priority review.**

**Removal of trees on HOA property may not be done without notice and consent of the ARC Board and HOA Board.**

Please use the following form for tree requests.

### **Specific Guidelines**

Prior written approval of the ARC is required to remove any live tree with a diameter in excess of six inches, measured twelve inches above ground )

Prior written notification of the ARC is required to remove any live trees in excess of two inches in diameter, similarly measured which are generally known as flowering trees (such as Dogwood or Redbud) or as broadleaf evergreens (such as Holly, Laurel, or Rhododendron).

The installation of an appropriate replacement tree is recommended. Minimum replacement tree size shall be 2" diameter for a deciduous evergreen tree and 2" diameter for an ornamental tree.

If a tree is in danger of damaging any property, it is permissible to remove on an emergency basis. Include photographs of the conditions that justified the removal in an application within 30 days of the incident.

### **Application Submission Checklist for Tree Removal**

- ☐ For street-lined tree replacements, solicit the pre-approved tree list from the Landscaping Committee
- ☐ A copy of the existing site plan showing the house, driveway, property lines and the location of tree(s) to be removed.
- ☐ Photographs showing the house and the property identifying the tree(s) to be removed.
- ☐ A description of the tree(s) to be removed and the reason for removal. The tree(s) should be marked with a ribbon or spray paint for easy identification.
- ☐ Information regarding any replacement plantings, if applicable.
- ☐ Arborist report, if applicable.

## **Trellises/Arbors/Gazebos**

### **General Considerations**

Trellises, arbors and gazebos should be designed and located so as to be compatible with the existing house in style, character, scale, materials and colors. All structures shall be well maintained.

Instant canopies, tents, tarps and seasonal pop-ups must be removed within three days of an event.

In general, the addition of a trellis should be integrated visually and structurally with the rear deck of the house.

### **Arbors**

An arbor is a decorative bar supported by vertical shafts for the purpose of supporting vines or hanging plants. Arbors shall not exceed eight feet in height from the ground or deck floor level and shall not be enclosed to create a solid barrier. Arbors as described herein are permitted on decks, patios, fences, gates, or can be freestanding decorative elements. Arbors may not be located past the side plane of the home. If attached to a deck, the material and color must be the same as the deck. Arbors cannot be directly above a fence or gate. Freestanding arbors should complement the overall composition of the yard.

### **Gazebos**

Gazebos will be approved based on size, material, and location. The size shall be compatible with the house and lot size.

### **Specific Guidelines**

The preferred location should be integrated with the rear yard deck. A freestanding gazebo, trellis or arbor must be located in the rear yard.

Size, height, materials, and colors should be harmonious with the size of the property and the architecture of the house, deck, patio, fence, etc.

### **Application Submission Checklist for Gazebos/Arbors/Trellis**

- ☐ A copy of the existing site plan showing the house, any deck, patio, fencing, accessory structures, significant vegetation, property lines, and the proposed location of the trellis, arbor or gazebo.
- ☐ Photographs showing the house and the proposed location of the trellis or arbor.
- ☐ Drawings, to scale, including plan and elevations, materials and colors.
- ☐ If a prefabricated trellis/arbor is proposed, include a catalog photograph and/or manufacturer's "cut sheets" with dimensions, materials and colors.
- ☐ Where applicable, provide a planting plan indicating the type and location of proposed landscaping.



## **Windows**

**No application is required for the replacement of existing windows, and/or the installation / replacement of storm/screen windows, that are exact in type, style frame width, and color.**

### **General Considerations**

Windows shall be compatible in style with the architecture of the house. Storm/screen windows should have frames that coordinate with the existing design and color of the exterior window trim. Any changes to the design of existing windows must be applied for. Storm/screen windows must not distract from or alter the appearance of the house.

Windows shall be of quality material and workmanship, and consistent in proportion, detailing and style. The type, style, material, color, detailing and installation of a new or replacement window must be consistent with that of existing windows.

### **Specific Guidelines**

Windows are restricted to single hung or double hung (6 over 6, 9 over 9, etc.) The use of snap-in grilles is acceptable.

Casement windows may be approved by the New Home Architectural Committee, on exception, where such windows are essential to the architectural style of a residence.

Storm windows shall not be permitted but may be allowed for screened porches.

Exterior window screens will be gray.

Use of glass block shall be reviewed on a case-by-case basis.

Skylights and or roof windows will not be allowed on the street side elevations of the home.

Dormer windows must also maintain an alignment balance with the home.

### **Window Additions/Replacements**

New windows, including sliding or French doors, must be compatible in style and character with existing windows, and their proposed locations must be appropriate to the architecture of the house.

Individual replacement windows must match or be compatible with existing windows in design, configuration, material, frame width, and color.

Windows shall have clear glass. Highly reflective glass tinting is not permitted. Energy-saving or UV restricting window film is permitted.

### **Storm/Screen Windows**

Storm/screen windows must not substantially alter the appearance of the existing windows.

When installed over existing windows, storm screen window frames should be of the same material and have a similar color as the existing window frames.

Additional storm/screen windows must match the type, material, frame width, and color of the existing storm/screen windows.

Storm/screen windows must be kept in good repair.

### **Application Submission Checklist for Windows**

- ☐ Photographs showing the house, existing windows and doors and the proposed location of new and/or replacement windows.

- ❑ Where new windows are proposed, elevation drawings, to scale, showing the existing house and the proposed location of the windows.
- ❑ Catalog photographs or manufacturer's "cut sheets" identifying window type and style, including the specific "name" of the window, if applicable, and dimensions, materials and colors.
- ❑ A sample of the window frame finish and color, if applicable.

## **Wires and Cables**

**General Considerations** Wires and cables, including those installed to convey radio or television signals, shall be hidden buried or secured flush with the side of each house (and painted to match the siding) so as to minimize their visibility.

## **Miscellaneous**

### **Authority and Enforcement**

Pursuant to Article \_\_\_\_, of the Declaration for Chatham Forest, the ARC is directed to propose Design Standards for approval by the Board. The ARC is also empowered to review and approve or disapprove the plans for any visible additions, alterations or modifications to the exterior of existing improvements located on the Property in order to ensure the quality and compatibility of the style of improvements on the Property. The ARC may also establish its own applications and procedures, and with the authority to amend such standards, guidelines and procedures with the approval of the Board of Directors.

### **Waiver, Amendment and Third Party Benefit**

The Board of Directors maintains the right from time to time, at its sole discretion, to amend or modify these Guidelines. Neither the Board, ARC nor its agents, representatives or employees shall be liable for failure to follow these Guidelines as herein defined. These Guidelines confer no third- party benefit or right upon any entity, person or Property Owner or builder.

### **Non-Liability of the ARC**

Neither the ARC nor its respective Property Owners, Secretary, successors, assigns, agents, representatives, employees or attorneys shall be liable for damages or otherwise to anyone submitting plans to it for approval, or to any Applicant by reason of mistake in judgment, negligence or nonfeasance, arising out of any action of the ARC with respect to any submission, or for failure to follow these procedures or Guidelines. The role of the ARC is directed toward review and approval of site planning, appearance, architectural design and aesthetics. The ARC assumes no responsibility with regard to design or construction, including, without limitation, civil, structural, mechanical, plumbing or electrical design, methods of construction, or technical suitability of materials.

### **Accuracy of Information**

Any person submitting plans to the ARC shall be responsible for verification and accuracy of all components of such submission, including, without limitation, all site dimensions, grades, elevations, utility locations and other pertinent features of the site or plans.

### **Property Owner and/or Applicant Representation**

Each Property Owner represents by the act of entering into the review process with the ARC that all representatives of such Property Owner, including, but not limited to, the builder, architect, engineer, and/or subcontractor, such agents and their employees, shall be made aware by the Property Owner of all applicable requirements of the ARC and shall abide by these Guidelines and the Declaration with respect to approval of development plans and specifications.

### **Conflicts with the Declaration of Covenants, Conditions and Restrictions**

In the event of a conflict between these Guidelines and the terms of the Declaration, the Declaration shall govern.

### **Regulatory Compliance**

It is the responsibility of the Property Owner to obtain all necessary permits and ensure compliance with all applicable governmental regulations and other requirements. Plans submitted for ARC review shall comply with all applicable building codes, zoning regulations and the requirements of all governmental entities having jurisdiction over the building project or property within Chatham Forest. Regulatory approvals do not preempt the design review authority of the ARC, and ARC approval does not incorporate any governmental approvals, which governmental approvals shall be the sole responsibility of the Property Owner.

### **Design Guidelines and Chatham County Standards**

Where the provisions of applicable Chatham County Standards are more restrictive than the provisions of these Guidelines, the Chatham County Standards shall be controlling. Where the provisions of these Guidelines are more restrictive than the provisions of the applicable Chatham County Standards, then these Guidelines shall be controlling. No variance from Chatham County Standards may be requested unless the prior written approval of the ARC has been obtained.

## VIOLATIONS AND REMEDIES

There are essentially two types of violations that must be dealt with by the Chatham Forest Homeowners Association:

- Implementing a change, addition, or deletion without approval of a properly completed submission, and
- Deviation or noncompliance with an approved submission.

### A. Remedial Process

The Architectural Committee generally expects to amicably resolve violations and disputes regarding interpretation of the Standard through straight forward discussions with the homeowners.

After all attempts to resolve a violation have been exhausted, including the opportunity for a hearing, the Architectural Committee will select the appropriate remedy and notify the Property Owner of such action. The Board of Directors is hopeful that homeowners will act as good neighbors and therefore minimize the time and expense associated with unpleasant legal remedies.

### **Homeowner Association Remedies**

1. Enforcement of this Standard is detailed in the Covenants and Restrictions.

2. Remedies include but are not limited to:

a. Suspension of voting rights and privileges. b. Obtaining a Restraining Order to prevent an action. c. Obtaining a Court Order to require the homeowner to remove a project.

## EXHIBIT A

### Architectural Review Application Chatham Forest Homeowners Association

## Exhibit B

### Example Fence Stain Colors (Natural Wood Color Stains Only)

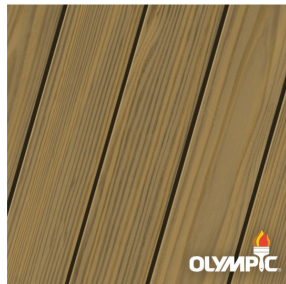
Clear protectants means products that are CLEAR (without any color added) – similar to Olympic semi-transparent #716 Cedar Natural Tone or Ginger and the standard Thompson's Waterseal.

Model # OLY716-04



Exhibit C

Model # OLY935-04



## Exhibit C Mailboxes



**Gibraltar Mailboxes Elite 6.83-in W x 8.77-in H Metal Green Post Mount Mailbox**

<https://www.lowes.com/pd/Gibraltar-Mailboxes-Elite-6-83-in-W-x-8-77-in-H-Metal-Green-Post-Mount-Mailbox/1000642647>

**Mailboxes are to be painted**

### **EXHIBIT D - Trash Receptacle Screenings.**

Approved screens will surround the trash can to ensure that the cans are not visible from the street or from neighboring property.

#### Screening

materials may not be vinyl.

Wood enclosures should comply with approved fencing styles.

Height must be tall enough to conceal trashcans.

Plants must be placed in front of

Examples

